

STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DM-0924 (REV 9/2001)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Division of Equipment/Office of Quality Assurance and Fleet Management/ Fleet Management	
WORKING TITLE Associate Governmental Program Analyst	POSITION NUMBER 932-001-5393-	EFFECTIVE DATE

As a valued member of the Department of Transportation (Caltrans) team, you make it possible for Caltrans to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Senior Equipment Engineer, the Associate Governmental Program Analyst will establish and maintain the Division of Equipment's (DOE) fleet replacement criteria, monitor and review fleet industry trends relating to the DOE fleet replacements, and create and prioritize the DOE fleet which meets replacement criteria for replacement selection. Prepare and analyze reports tables that evaluate the present and future DOE replacement backlog, equipment replacement costs and fleet replacement trends for DOE Executive Management. The duties of this position require the incumbent to demonstrate experience with multiple database systems and with Microsoft Office software such as Access, Excel, Word, and project.

TYPICAL DUTIES:

Percent Of Time

- 30%(E) Analyze repair costs, work orders, usage, and vehicle history in a fleet management database to develop the DOE Vehicle Meets Criteria (VMC) standards and priorities. Research Federal, State, Local, and Private fleet vehicle replacement criteria factors, including but not limited to age, usage, capitol costs, repair costs, estimated life. Use fleet management data to project future vehicle characteristics to develop methodology to keep VMC standards and priorities current considering factors such as new technologies, new trends and economical factors to ensure replacement of equipment is maximized and cost effective.
- 20%(E) Independently apply VMC standards to the active DOE fleet to create the annual DOE Fleet VMC Report. Implement and apply VMC methodology and procedures used to prioritize the Caltrans fleet in the VMC report to reflect the equipment in most need of replacement based on the established VMC standards and priorities. The VMC Report will be used by Shop Superintendants and/or Program Equipment Managers to select the most effective equipment for replacement for the Caltrans Annual Acquisition Plan.
- 20%(E) Develop and prepare professionally structured budgeting fleet reports for DOE management that include but not limited to the following: fleet replacement criteria, fleet cost effectiveness,

fleet replacement backlog, fleet repair backlog, and fleet management alternatives (i.e. renting fleet, lease vs. own, etc) for DOE planning and budgeting. These reports are created analyzing various data sources such as technical papers, federal research projects, Department research and policies, DOE databases, etc. These reports will be created using Microsoft Office software.

10%(E) Independently prepare reports that will provide future projections of fleet backlog and replacement costs for DOE management. These reports require the analysis of information from various sources, such as, the VMC, Fleet usage and repair data, monetary inflation, etc. These reports will assist DOE management make current and future budgeting and fleet replacement decisions. These reports are created using Microsoft Office Software.

10%(E) Process the Caltrans Fleet unanticipated needs, vehicle accidents, and vehicles with high repair costs. Use fleet management software and communicate with Caltrans staff to replace the vehicle as soon as possible. Research and propose possible solutions including vehicle transfers, new vehicle swaps, and other alternatives to meet Caltrans immediate need. Include all unanticipated vehicles on the VMC for future replacement.

10%(M) Assist other offices within the DOE on various projects as necessary. These projects may include such things as Budget Change Proposal, answers for the Legislative Analyst's Office, and public records requests.

#### SUPERVISION EXERCISED OVER OTHERS:

May act in the absence of the Staff Services Manager I and/or Senior Equipment Engineer.

#### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of equipment costs, industry trends and practices, materials and methods of construction of automotive and heavy equipment. Knowledge of computer software programs such as Microsoft Word, Excel, Access, MySQL, Fleet Management, and other software programs; the ability to utilize such programs to function independently to create reports, letters, charts, graphs, presentations, etc.

The ability to reason logically and creatively utilizing various techniques to resolve simple to complex issues; analyze and interpret data; effectively present information orally and in writing; maintain the confidence and cooperation of others; communicate effectively with others to obtain fleet information from sources outside the Department.

This position requires a high degree of independence, initiative, and motivation.

#### CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is responsible for carrying out the policies, goals and objectives of the DOE's fleet goals and objectives; planning, developing and monitoring the fleet budget; facilitating ongoing interaction with internal and external customers. Poor judgement could result in improper budgeting of mobile fleet equipment, adversely affecting the reliability of the fleet provided by the Division of Equipment to various Caltrans Programs to build and maintain California's highways.

PUBLIC AND INTERNAL CONTACTS:

Incumbent will work with various levels of the DOE staff and other Caltrans employees. Incumbent may work with various Federal, State, Local, and private fleet staff. Incumbent may work with various external fleet organizations, consultants, and publications.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical requirements: Ability to work on a keyboard and mouse; manual dexterity; ability to sit for long periods of time; develop and maintain cooperative working relationships.

Mental requirements: Must grasp the essence of new and technical information; have the ability to multi-task, adapt to changing priorities and complete projects with short notice; ability to accept critique of others.

Emotional requirements: Ability to develop and maintain cooperative working relationships with the public and other agency members.

WORK ENVIRONMENT:

Employees will work in a climate-controlled office under artificial lighting.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR

DATE