

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Division of Equipment/QA and Fleet Mgmt/Fleet Mgmt/ 3243	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Governmental Program Analyst	932-001-5393-	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Senior Equipment Engineer and/or Staff Services Manager I, the Associate Governmental Program Analyst will develop the annual fleet acquisition plan and monitor the Division of Equipment's fleet budget, and review and audit expenditures relating to the Division of Equipment's fleet replacements. Prepares Information for Budget Change Proposals (BCPs), evaluates unit costs and fleet replacement trends and prioritizes fleet replacements. Responsible for working with field staff on budgeting and acquisition of fleet, and tracks and ensures proper replacement of the Department's fleet is accomplished in a timely and fiscally responsible manner. The duties of this position require the incumbent to demonstrate experience with database systems, including but not limited to, Microsoft Office products such as Access, Excel, and Word.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Develop and implement Fleet Management policy and procedure regarding the fleet replacement process for all Shop Superintendents, Department Programs and Division staff. Review and analyze equipment replacements with to ensure replacement of equipment is maximized and cost effective. Provide Shop Superintendents and Programs Equipment Managers with fleet replacement allocation; and update the annual replacement instructions and guidelines. Coordinate with the Shop Superintendents, Programs Equipment Managers and the Division of Equipment, Office of Engineering and Production in the development of strategies and implementation timelines of the annual fleet acquisition plan.
25% E	Independently create, maintain and monitor vehicle acquisitions through, budgeting, acquisition approval, and purchasing. Research and provide equipment lists as a guide for Shop Superintendents and Programs Equipment Managers to identify equipment to be replaced. In conjunction with Shop Superintendents and Programs Equipment Managers, coordinate the submittal, review and approval of the vehicle acquisition request. Monitor the fleet budget to ensure spending does not exceed the allocated funding; seek management's approval regarding equipment replacement list. Compare the costs of the equipment selected for replacement with the cost of new equipment. Analyze equipment replacement information and provide alternative strategies and make recommendations to management. Prepare professional reports that estimate future fleet replacement.
15% E	Act as primary point of contact with Shop Superintendents, Program Equipment Managers, and other Caltrans staff (functional unit managers, etc.) to assist with vehicle replacement requests and acquisition of fleet equipment. Develop alternatives and provide recommendations when appropriate.
10% E	Independently develop and create the annual fleet acquisition plan based on vehicle requests from Shop Superintendents and Programs Equipment Managers. Review and analyze the annual fleet acquisition plan for compliance to all Federal and state mandates (EPA Act, fleet fuel mileage, and California Air Resources Board) and Governor Executive Orders (Electric Vehicle Acquisitions and Fleet Reduction). Prepare and submit the annual fleet acquisition plan for approval.

ADA Notice

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| 10% | E | Evaluate, analyze, and recommend approval for the fleet's unanticipated Vehicle replacement (vehicle accidents, high-cost mechanical breakdowns, etc.) requests. Propose process and monitor any unanticipated vehicle needs including but not limited to Equipment Survey Request (ESR), vehicle acquisition request modifications, etc. These processes are time sensitive, require accuracy and in-depth analysis and involve database management reconciliation. Create reports that include status of all units associated with unanticipated needs for Fleet management. |
| 05% | E | Maintain list of equipment identified to be replaced by Shops and Districts and track to ensure the proper replacement of units identified for disposal using Microsoft Access, Microsoft Excel, and the Caltrans fleet management software, Asset Works. |
| 05% | M | Assist other sections within the Division of Equipment (DOE) DOE on various projects; Budget Change Proposal, etc. as necessary |

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE 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; communicate effectively orally and in writing; maintain the confidences and cooperation of others; advise others regarding the replacement, budgeting and acquisition of automotive and heavy equipment;

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

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the policies, goals and objectives of Division of Equipment'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 and approval of fleet acquisitions adversely affecting the reliability of the fleet provided by the Division of Equipment to Caltrans Programs to build and maintain California's highways.

PUBLIC AND INTERNAL CONTACTS

Incumbent will work with various levels of the Division of Equipment staff and other Caltrans employees.

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.

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WORK ENVIRONMENT

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

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE