

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Personnel Analyst	DIVISION/OFFICE/BRANCH Division of Human Resources, Organizational Management	
WORKING TITLE Organizational Management Analyst	POSITION NUMBER 702-008-5142-XXX	EFFECTIVE DATE 07/2014

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.

Under the general direction of the Staff Services Manager I, the Associate Personnel Analyst (APA) serves as an expert resource to the Organizational Management Section providing administrative and analytical support. The APA performs the most difficult position management related activities to ensure compliance with regulations, policies, laws, and rules. The APA partners with personnel staff, department resource managers, and Division of Budget’s staff and control agencies to ensure quality control for the Department’s positions. The APA demonstrates a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds our customers’ expectations.

TYPICAL DUTIES

Percentage / Essential (e) / Marginal (m)

- 35% (E) Acts as an expert resource and Management Information Retrieval System (MIRS) consultant to management and staff. Constructs MIRS reports to extract personnel information from the State Controllers Office’s System. Provide technical assistance with the Position Tracking Automated System (PTAS). Research problems that are discovered during the regular use of PTAS by Organizational Management staff. Works with the IT Administrator for PTAS on changes to the database based upon input from its users. Consults with outside Filemaker and PTAS experts as needed. Attends user group sessions discussions and training. Perform daily and monthly compression backups of the Position Action Request Form (PARF) Log system. Compiles, formats and distributes semi-monthly PTAS reports, district and program staffing reports and criteria specific PTAS and MIRS reports upon request. Works with Program Resource Managers on the Annual Redistribution process. Monitors authorized position and blanket capacity allocation. Assist Organizational Management staff with the annual Schedule 8 process. Updates the Annual Payroll Header Report to the State Controller’s Office (SCO) and assists with annual year end processes. Assist with various Budget drills that may occur throughout the year. Monitors and requests access for Caltrans employees who access the Position Tracking Automated System and removal of access for separated users. Provides training to new and existing users. Provides individual and small group assistance and job aids on computer related issues.

- 35% (E) Develops and writes procedures to implement operational guidelines for Organizational Management processes. Develops and formulates procedures to standardize position management related activities. Develops training for specialists, supervisors, and program staff on the position management process. Reviews and monitors the monthly Periodic Position Control Report and monthly Vacant Position Report issued by SCO.

- 20% (E) Acts as a liaison and partners with Budget resource staff to ensure justifications for DOF packages are of the highest quality and meet all criteria for position reclassification or transfer. Partners with District and Division Representatives and Division of Budgets staff to resolve issues and streamline processes relating to position management. The APA will act as a liaison with Workforce Planning and Development to provide Management Information Retrieval System (MIRS) reports, extracting personnel information from the State Controller's Office (SCO) System and blanket and vacancy reports from the Position Tracking Automated System. These reports are necessary to plan for workforce succession and development
- 10% (M) Researches, interprets, coordinates and ensures compliance with various bargaining unit contracts, polices, regulations, laws and rules and makes viable recommendations to management.

¹ ESSENTIAL 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 RECEIVED

Receives general direction from the Staff Service Manager I. The incumbent also acts independently in cooperation with management and staff within the Division of Human Resources. The incumbent is expected to perform duties with a high degree of independence and a minimum of supervision.

SUPERVISION EXERCISED

None. May act as Lead analyst.

ANALYTICAL REQUIREMENTS

Incumbent must be able to perform a professional level of analytical administrative line of work with a high degree of complexity to resolve administrative problems and make recommendations for an effective course of action. The incumbent must reason logically and creatively. The incumbent must consult and advise on a variety of subject matters and demonstrate a capacity for assuming increasing administrative responsibility. Must grasp the essence of new information and master new technical and business knowledge. Must adjust rapidly to new situations warranting attention and resolution.

KNOWLEDGE AND ABILITIES

Knowledge of State Personnel Board and Department of Personnel Administration laws rules, policies, and practices; State Controller's Office automated payroll system; the Department's automated time reporting system (TRS); and leave accounting system.

Ability to effectively interpret and apply such laws and rules. Maintains cooperative working relationships with all levels of Caltrans' staff, consultants, private sector groups and representatives of State control agencies. Prepares and analyzes reports as required. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)

The incumbent is responsible for effectively planning, coordinating, and executing office policy and procedures as they relate to the Organizational Management Section. Poor judgment in monitoring, evaluating and reporting information could affect staff's ability to effectively provide quality position, personnel and payroll-related services to internal and external customers.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of Caltrans staff and management, consultants, private sector groups and representatives of State control agencies. Must work with others in a cooperative manner.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also have to occasionally travel to offices and field locations throughout California.

PHYSICAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

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.)

Employee Name (please print)

Employee signature Date

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

Supervisor Name (please print)

Supervisor signature Date