

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Regional Administrative Officer	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Regional Administrative Office	904-690-8645	09/26/2014

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.

GENERAL STATEMENT:

Under the direction of a Maintenance Manager I or II the incumbent is responsible for planning, organizing, directing, and supervising the administrative services performed in the East Bay/Delta Region. The East Bay/Delta Region encompasses three counties (Alameda, Contra Costa & Solano) as well as two Region offices (San Leandro & Walnut Creek) requiring travel between two offices. Incumbent, acting as an expert resource to the Maintenance Manager I or II, provides technical expertise on the Regions administrative support activities including record keeping and fiscal monitoring for program control. Incumbents work hours will be 7:30 a.m. to 4:00 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but limited to 9/80, 4/10, work nights or weekends. Incumbent should possess a valid California Drivers License as travel between Region offices is required.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	The Region Administrative Officer; supervises office staff in their dally duties, i.e. dispatching, answering phones, correspondence, processing and paying invoices, and inputting data into various spread sheets form management; writes Individual Development Plans and Probation reports in evaluating office staff, and creates an annual training plan for office staff; composes correspondence as needed or when directed by management; orders maintain and monitors office supplies and office machines.
40% E	The Region Administrative Officer; plans, organizes and directs the Region's administrative support functions, i.e. reviewing and maintaining Integrated Maintenance Management System (IMMS) reports, Transportations Operations and Project support System (TOPPS), EFIS (AMS Advantage) and other related databases, auditing supervisors daily reports, monitoring and approving time sheets for field and office staff personnel; performs necessary Region personnel related responsibilities, i.e. enrollment for employee benefits, facilitating and monitoring the hiring of employees, preparing and submitting the documentation to fill vacancies, and serves as liaison with District Office or Administrative Service Center as applicable.
10% E	The Region Administrative Officer; conducts administrative studies of organization and administrative procedures; prepares monthly and quarterly reports for the Maintenance Managers review and the Departments maintenance program controls; assist in monitoring the Regions budget including monitoring, material, service and personnel budget allocations, and provides recommendations to management on adjustments and deletions.

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

The Caltrans Regional Administrative Officer is responsible for the direct supervision of the Region Clerical Office Staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the State Administrative Manual, Region Administrative Officer Manual, Coding Manual Vol 1, Travel Expense Guide, Contract Managers Handbook, Caltrans Service Contracts Manual and Master Service/Rental Agreements, Caltrans Acquisition Manual, Property Control Manual and CalCard Handbook and the Information Security Manual.

Knowledge of the Deputy Directives and Director's Policies.

Knowledge of various Bargaining Unit Memorandums of Understanding.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Ability to understand, analyze and manipulate data and information
Ability to understand program objectives or performance goals and assess progress towards those goals and objectives.
Ability to adjust to change, work pressures, or difficult situations without undue stress.
Ability to communicate effectively, orally and in writing in English with a diverse group of people.
Ability to operate software programs such as Microsoft Excel, Access and Word.
Ability to train others and evaluate progress.
Ability to understand new procedures, changes in operations and revisions in law and policy.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Caltrans Regional Administrative Officer will perform all personnel, budgeting, purchasing, monitoring and safety activities according to all directives, policies and procedures of the Department as well as all other applicable State and Federal laws, rules or regulation. Poor or inadequate decisions can result in personnel grievances, torts, audits, and excessive cost to the Department due to unnecessary usage of resources because of poor quality record keeping or work monitoring.

PUBLIC AND INTERNAL CONTACTS

The Caltrans Regional Administrative Officer has daily contact with Supervisors and other employees, as well as the public, to provide information and to respond to all areas of Region Office Administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Caltrans Regional Administrative Officer will be required to wear safety equipment such as earplugs, hard hats, and safety glasses as necessary. May need to move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. Must have ability to develop and maintain cooperative working relationships with staff, supervisors and the public.

WORK ENVIRONMENT

The Caltrans Regional Administrative Officer will be located in a secured office building with adequate lighting and appropriate working space. Work area consists of open area work stations with appropriate air conditioning in the summer and heat in the winter, along with two (2) or three (3) other employees.

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