STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS REGIONAL ADMINISTRATIVE OFFICER	07/MAINTENANCE/SOUTH	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
REGIONAL ADMINISTRATIVE OFFICER	907-675-8645	

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 general supervision of Maintenance Manager II (MMII), the Caltrans Region Administrative Officer provides technical expertise in a wide variety of administrative activities in a maintenance region. The Caltrans Region Administrative Officer recommends and participates in the development of administrative/business management decisions; plans, organizes and directs the administrative function for the Region Office including preparing the Region budget; fiscal control and accounting. The Caltrans Region Administrative Officer also has regional personnel related responsibilities including hiring, appointments, classification function, employee benefits, employee relations, conducts administrative studies of organization and administrative procedures; negotiates contracts; supervises the purchasing of minor equipment, and office supplies; prepares reports; and acts on administrative issues for MM II or I during their absences. Work week will be Monday through Friday, a 5/40 schedule, 7:30 a.m. to 4:00 p.m. with Saturday, Sunday off. The incumbent will be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Supervises and directs the efforts of subordinate clerical and sub-professional staff of four or more full time individuals performing the full range of field clerical and administrative duties in the areas of personnel transactions, accounting, public information, reception, dispatching, mail and duplication services. Monitors and supervises the preparation of all Regional personnel documents; assigns and monitors administrative work. Coordinates Integrated Maintenance Management System (IMMS) data entry and management reports; goals and objectives for administrative services staff; recruits, interviews, and selects staff for the Region's administrative services.
25%	E	With minimal direction, independently prepares or supervises the preparation of contracts and Interagency Agreements required for Region operations; monitor to insure compliance with policies and regulations. Receives requests from maintenance and area supervisors for all equipment and maintenance material purchases; performs or supervises staff responsible for determining purchasing method, preparing purchase estimates, obtaining bids and coordinating facilitation bids with Region units for materials and minor equipment.
15%	E	Independently gathers, researches, and evaluates all Region Office purchases, Region overtime hours and personnel hours to prepare budget packages for Region operations; reviews budget requests and recommends adjustments and deletions to conform with administrative policy and recommends on adequacy of budget justification; insures that budget proposals are complete and in conformance with current budget instructions; insures that packages are submitted appropriately; maintains a record of budget allocations and Region expenditures, monitors all expenditures; advises manager of potential problems and recommends options for resolving allocation problems.

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15%	E	Updates Region statistics (personnel onboard dollars) ; prepares backup information and reports for Region operations from the Integrated Maintenance Management System (IMMS); troubleshoots problems associated with input done in the Region and facilitates resolution of issues impacting other administrative units; independently researches and prepares narrative reports; prepares quarterly reports at the direction of the MM II or I; independently responds to complaints and/or requests for information from various sources or using discretion and judgment, refers to supervisor for response; insures that all region reports and correspondence are processed in a timely manner.
10%	E	Prepares Maintenance Personnel Request, Personnel Action Request and Personnel Roster Work Schedule Request of hiring packages for Region positions, including exemption requests, etc.; reviews, recommends, and counsels regarding Region personnel actions, employee problems, advises MM II or I; monitors hiring process to assure compliance with Personnel and Equal Opportunity policies within the Region; identifies various recruitment sources and Equal Opportunity goals and recommends recruitment options; may act as Equal Opportunity action representative on interviews for other Regions.
10%	E	Assists MM II or I in developing training proposals for office staff; reviews office training requests to insure compliance with departmental training policies and regulations; develops and coordinates presentation of orientation training packages for field personnel; prepares training guidelines for "on-the-job" training and trains administrative staff. Accurately responds to routine questions on Region programs; independently prepares information bulletins for MM II or I, review and coordinates with Public Information Officer.

[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 OR GUIDANCE EXERCISED OVER OTHERS

Supervises staff consisting of up to 4 Office Technician (Typing).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A. Knowledge of:

1. Principles of personnel management and employer-employee relations.
2. The Department's Equal Opportunity Program objectives
3. Facility management
4. Laws, rules, and regulations governing administrative practices.
5. Principles of accident prevention and safety practices.
6. Radio communication procedures and methods including emergency radio operation procedures.
7. Automated management information systems used to record, monitor, and evaluate personnel, contract, and material usage in field maintenance activities.
8. Computer programs such as: Word, Access, Excel and etc.

B. Ability to:

1. Develop and install new and revised methods and procedures.
2. Analyze administrative problems.
3. Analyze situations accurately and take effective action.
4. Plan, organize and direct the work of others
5. Effectively contribute to the Department's Equal Opportunity objectives.
6. Develop and maintain cooperative working relationships.
7. Communicate effectively including during highway emergencies.
8. Operate office equipment such as: copier, adding machines, hole punchers, mail machine, computer and etc.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Regional Administrative Officer is responsible for all administrative functions of the office. Consequences of decisions relate to the accurate and timely completion of all functions. Incorrect data could impact the statewide maintenance information system, resulting in inaccurate accounts of work efforts, materials available and used, over expenditures, loss of purchasing or contract delegation; loss of life (highway emergencies); inefficient use of time and tax dollars through extra expense in the maintenance of highways and inability to preserve the State highway facility through timely and appropriate maintenance activities.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. This person when in contact with a hostile person is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. Must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific operations and be able to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Must be able to interact well with employees, contractors and individuals from many different cultural backgrounds. Must also have physical ability to react quickly to errant individuals in the field. May be required to sit for periods of time working on various computer projects. Must have the ability to deal with emotionally charged issues with employees and public. Must maintain confidentiality with complex and sensitive issues.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items up to 15 lbs. may be lifted (5%) of the time.

Incumbent should ask for assistance when moving items over 50 pounds.

Transport and/or Carry – Bagged/boxed material, which may weigh up to 15 pounds and must be transported and/or carried from storage areas to other areas within the offices. This may occur (5%) of the time.

Overhead reaching – Overhead work includes filing, material storage and removal. This may occur (50%) of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. This may occur (90%) of the time.

Pushing/Pulling – May include filing, opening and closing of doors or draws. This may occur (50%) of the time.

Twisting - May include lifting, filing, using computer, or telephone. This may occur (50%) of the time.

Climbing – Climbing up one or two steps to reach office materials or equipment.

Bending/Crouching/Squatting/Crawling – The Region Administrative Office may bend/crouch or squat moving material from one location to another or loading paper in copier. This may occur (25%) of the time.

Simple Grasping – Writing, filling out paperwork, filing, opening or closing items and the using of a computer. These activities are necessary about (95%) of the time.

Fine Manipulation – Usually done while writing reports or manipulating the keyboard of a computer. This occurs (95%) of a day

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Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention program Safety Manual.

Mental & Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

Normal work shift is 5/40, Monday through Friday 0730 to 1600.The scheduling of the 5/40 days is at the discretion of the Region Management. Employee may be scheduled to work weekends and/or night shift as needed to meet operational needs with proper advance notice.

Maybe requested to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

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