

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF ENGINEERING SERVICES  
ADMINISTRATION, OFFICE OF BUILDING OPERATIONS & SAFETY  
ASSET MANAGEMENT BRANCH  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>DISTRICT/DIVISION/OFFICE</b> 59/DES/Administration/Office of Building Operations & Safety/Asset Management Branch	
<b>WORKING TITLE</b> DES Asset Management Analyst	<b>POSITION NUMBER</b> 559-045-5157-XXX	<b>EFFECTIVE</b> July 2013

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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 general supervision of the Chief, Asset Management Branch, a Staff Services Manager I, the incumbent independently performs varied professional-level asset management duties for the Division of Engineering Services (DES). The Asset Management Branch (AMB) is responsible for managing DES' property control process and all official asset inventory records. DES is a large Division, functionally separated and managed as 7 subdivisions by 7 Deputies. DES has more than 1750 employees located in 13 geographical regions and an inventory totaling over 7000 assets. AMB directly manages and maintains the asset inventory for all DES personally assigned computer equipment (PCE) and all DES fleet and fuel cards. AMB also provides direction and oversight to the DES Subdivision Asset Management Liaisons (subdivision liaisons) who administer and coordinate asset management functions for their respective subdivisions. Typical tasks include but may not be limited to the following:

**TYPICAL DUTIES:**

Percentage / Job Description  
Essential (E) / Marginal (M)

- 30% (E) Performs asset management functions for DES as required by State and departmental rules and regulations, including the State Administrative Manual, the State of California Fleet Handbook, and the Caltrans Property Control Manual. Analyzes and interprets official State and departmental asset management rules, regulations, policies, and procedures in order to formulate, document, and administer property control, asset disposal, and asset inventory management processes and business practices for DES. Assists in the continuous review and improvement of DES' processes and business practices. Participates in meetings and statewide telephone conferences with the Division of Procurement and Contracts, the Division of Information Technology, the Capital Outlay Support Program, and the Division of Equipment, as applicable. (Policies and procedures for each of these Divisions differ from District to

District and to HQ). Provides assistance to DES Subdivision Asset Management Liaisons who administer and coordinate asset management functions for their respective subdivisions. Communicates DES' property control and asset management processes and business practices to DES employees in writing and maintains all pertinent information on AMB's webpage.

- 30% (E) Researches and analyzes asset management transactions, including unauthorized acquisitions and misuse of assets. Traces and reports missing equipment to management, as necessary. Assists in the performance of inventory reconciliation (monthly, annually, and/or every 3 years), as mandated and/or required, for all official asset inventory records, and in some instances conducts physical inventory of specific assets. Researches, evaluates, and resolves discrepancies and ensures that assets are added, transferred, or removed from the official departmental inventory record, as appropriate. Assists in the preparation of reconciled inventory reports as mandated, required, or requested. Performs POB reconciliation (monthly). Identifies permanent and temporary changes to geographical location, subdivision, and/or unit, new hires, and new vacancies, in order to accurately trace, report, and prioritize assets for replacement. Researches, evaluates, and resolves discrepancies.
- 30% (E) Assists in the design and development of tracking tools for DES asset management. Uses asset tracking system to record, reconcile, transfer, monitor usage, and assign each individual asset. Assists in updating asset tracking system based on changes to DES processes and business practices. Creates asset management control forms as needed. Prepares, completes, and/or reviews DES property control documents prior to final submission. Ensures that documentation is coded and processed appropriately and that all assets receive proper identification information (e.g., Caltrans Property Control Tag or Equipment Identification Number). Maintains tracking system for logging status of required property documentation. Analyzes, identifies, and prioritizes equipment needs for upcoming equipment purchases and inventory assignments or deployments (e.g., replacement of old vehicles or personal computer equipment). Responds to information requests from HQ and all Districts regarding equipment assignments and reassignments resulting from geographical location changes. Confers with HQ and all Districts to obtain asset assignment data and documentation. Receives and coordinates return, recycle, disposal, or survey of old or underutilized DES assets (e.g., computer equipment, universal waste, fleet, or fuel cards). Prepares and processes applicable documentation.
- 10% (M) Completes special assignments, projects, and drills, as requested. Serves as backup to other AMB analysts.

### ***SUPERVISION EXERCISED OVER OTHERS***

None.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The incumbent must have knowledge of principles, practices, and trends of public and business administration, including budgets, program evaluation, or related areas; governmental functions and organization at the state level.

The incumbent must be knowledgeable of the Department's mission, goals, and programs; laws, rules, and policies of the State of California. The incumbent must possess knowledge of pertinent laws, statutes, and regulations regarding resources, contracts, and general office operations. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position.

The incumbent must have the ability to multitask, adapt to changes in priorities, and complete tasks with short notice. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to recognize potential project-related problems with personnel, fiscal resources, or scheduling and either take or recommend corrective action. The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Knowledge of and ability to use personal computer equipped with e-mail (Lotus Notes), word processing and spreadsheet software including Microsoft Office Suite (Word, Excel, and PowerPoint).

The incumbent must reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems, develop communication documents and reports on a variety of issues, and maintain a level of professional integrity to ensure Department Policies and Procedures are followed.

The incumbent must be able to prepare complete and comprehensive reports, letters, and articles; make effective presentations, use good judgment for analysis of resource requirements; be able to coordinate effectively with all levels of management and employees.

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

The incumbent is responsible for developing and administering DES' asset management procedures and business practices, consistent with State and departmental rules, regulations, policies and procedures; developing processes and controls to maintain an accurate inventory of DES' assets; and reconciling departmental property control records and responding to audit

findings related to DES' assets. Asset management is required by State and departmental rules and regulations, including the State Administrative Manual, the State of California Fleet Handbook, and the Caltrans Property Control Manual

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent has frequent contacts with DES management and staff statewide, as well as Headquarters' staff. The incumbent is expected to handle these contacts with professionalism at all times and gain and maintain the confidence and cooperation of those contacted during the course of work.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. The incumbent must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required. Incumbent may be required to lift and/or move objects weighing up to 30 pounds.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to handle multitask while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to personnel administration. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

***WORK ENVIRONMENT***

Incumbent will be exposed to various work environments. While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit and/or stand for extended periods of time. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation. The incumbent may be exposed to dirt, noise, and uneven surfaces.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature & Date

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

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor Signature & Date