

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
 DIVISION OF ENGINEERING SERVICES
 ADMINISTRATION, OFFICE OF ADMINISTRATIVE SERVICES
 HUMAN RESOURCES BRANCH
 PERSONNEL LIAISON / POSITION MANAGEMENT DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DIVISION/OFFICE D59/Engineering Services/Administration/Office of Administrative Services/Human Resources Branch	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 559-045-5157-xxx	EFFECTIVE 05/01/2015

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 the Chief, Human Resources Branch (a Staff Services Manager I), the incumbent assists and coordinates a variety of confidential and sensitive human resource activities for the Division of Engineering Services (DES). Typical tasks include but may not be limited to the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	Marginal (M)

- 35% (E) Serve as a liaison between the Division of Human Resources (DHR) and the Division of Engineering Services (DES) in complying with classification and pay, position management, transactions, and hiring practices. Assist in the preparation, maintenance, and review of personnel action request forms (PARFs) and supporting documents. Ensure packages are complete and accurate. Assist in the analysis, creation, and maintenance of duty statements for appropriateness of level and scope of responsibility for each job classification. Prepare and facilitate the processing of critical documents necessary for making appointments and filling vacancies, such as vacancy announcements, exam bulletins, and appointment request forms (ARFs). Assist in the research and development of justifications for position upgrades, transfers, and reorganizations. Request certifications and verify candidate eligibility. Research and answer personnel related questions related to the hiring process. Maintain and update organizational charts as needed. Receive updates regarding the hiring freeze, surplus/SROA lists, and disseminate the information to management as needed. Maintain monthly position management reports (PTAS and PERMIS) and reconcile with Position Management to ensure accuracy of reports. Ensure positions are filled in a timely manner and within authorized PY authority. Work closely with staff responsible for maintaining People on Board (POB) database to ensure DES staffing levels are accurately reflected. Update, monitor, and track

position movement of DES staff utilizing the Human Resources Branch (HRB) and Position Tracking Automated System (PTAS) databases. Analyze and generate monthly tracking reports for management on vacant positions, hires, leaves of absence, attrition, and staffing. Working with DHR staff, coordinate DES Volunteer Program activities.

- 35% (E) Act as a Conflict of Interest (COI) Coordinator for DES. Monitors and tracks COI, Ethics Training, and Incompatible Activities annual compliance for the DES. Maintain database and update as needed. Provide information and assistance to DES staff and management on salary issues, health benefits, separations, retirements, leave balances, alternate work schedules, Non-industrial Disability Insurance (NDI), Leaves of Absence (LOAs), and Family Medical Leave Act (FMLA). Function as timekeeper for various subdivisions: submit monthly dock reports to DHR Transactions staff; and complete all LOA forms and separation documents. Assist in the development of internal processes and procedures to ensure Individual Development Plans, probation reports, salary range changes and merit salary adjustments are delivered to supervisors and employees for completion.
- 20% (E) Serve as a coordinator of the DES Employee Recognition Program, including the Superior Accomplishment Award, 25-Year and 40-Year Programs, retirement certifications/gifts, Merit Awards and Medal of Valor. Process the necessary documents, review related material for accuracy, obtain the appropriate approvals and prepare appropriate documentation to request for payment. Develop other recognition activities as necessary.
- 10% M) Maintain and routinely update specialized e-mail groups. Assist in preparation of Branch monthly report.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise but may provide some direction and guidance to clerical and/or student assistant staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of current business administration practices including personnel and fiscal management, purchasing, safety, organization, training, modern office methods, forms and equipment. Must demonstrate the ability to accurately analyze situations, research and utilize problem-solving techniques to prepare concise written and/or verbal responses to complex human resource related issues.
- Knowledge of the policies and procedures relating to hiring, classification and pay, transaction, and position management. Must be familiar with the Department of Personnel Administration,

State Personnel Board, and Caltrans Administration websites and have the ability to research those websites to provide answers to frequently asked questions.

- The ability to analyze administrative problems and adopt an effective course of action, reason logically and creatively, consult with and advise management and other interested parties on subject matter within the area of assignment.
- The ability to effectively work and coordinate with various levels of management and staff, both in person and through telephone communication. Must be able to communicate effectively orally and in writing.
- The ability to collect, develop, categorize, maintain, and summarize information, and to write clear concise correspondence, reports, and technical analysis. The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving.

Knowledge of and ability to use personal computer equipped with e-mail (Lotus Notes), word processing and spreadsheet software including Microsoft Word, and Excel is required. Experience using Microsoft Access and PowerPoint, OrgPlus, EFIS, Filemaker Pro, Adobe and Internet applications is highly desirable.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Division management. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of the division in meeting its goals, objectives and fiscal constraints. If the information is not correct and timely, it can have a major impact on management decisions and could adversely affect the Division's mission in meeting its goals, objectives and fiscal constraints and could result in the loss of positions and position levels.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with all levels of Engineering Services staff and frequent contact with personnel throughout the Department and the public. He or she must be able to address division-related issues and questions from all requestors, both within and outside Caltrans.

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. Incumbent must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

The incumbent 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, and synthesis of issues and make well-reasoned recommendations to management.

The incumbent 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.

The incumbent must be able to handle multi-tasking 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, and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity and yet remain optimistic and persistent, even under adversity.

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

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel to other satellite offices for training and/or meetings.

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