

proposed

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE Division of Engineering Services/Structure Design	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 559-240-5157-xxx	EFFECTIVE DATE May 1, 2014

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 direction of the Deputy Division Chief, the incumbent performs varied analytical duties for the Division of Engineering Services (DES), Structure Design, including the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	Marginal (M)

40% E Act as Structure Design's (SD) primary point of contact and liaison with DES - Administration. Perform responsible, varied, and complex technical analytical staff assignments such as project tracking systems development.

Act as SD focal point on Compliance with the Quality Management Plan. Develop processes, procedures and tools to track subdivision's compliance with administrative policies, develop and maintain an administrative policy compliance database, incorporate controls to ensure compliance, summarize data, ensure accuracy, develop reports and provide briefings and notifications to supervisors and managers. Create a control plan for all subdivision's quality management program activities, this includes but are not limited to: State Administrative Manual (SAM), DES Asset Management Guidelines, etc. Prepare compliance reports by monitoring, analyzing and summarizing data and trends and coordinate compliance review meetings; develop any corrective measures to reduce non-compliance with the measured directives and maintain and coordinate compliance document control systems within SD.

Develop, maintain and update the subdivision's administrative databases using Access, FileMaker and Excel. Independently review, analyze, evaluate and make recommendations for improvement of the administrative components of the subdivision's database. Review information contained within the database on an ongoing basis to ensure that generated reports and information given to management is accurate.

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- 20% (E) Serve as Training Coordinator for SD and is responsible for the overall administration of the subdivision's training courses. Responsibilities may include but are not limited to: analyzing SD's training needs, communicate with SD management regarding training; monitor and track progress in completing the Annual Training Plan; monitor, track and provide reports on mandatory training; disseminate training information for Capital Project Skills Development (CPSD) and LMS training classes. Work with managers and course developers to determine annual CPSD training needs and complete training plan and submit to Workforce Development Branch (WDB). Coordinate with the assigned WDB Contract Manager to secure training for services over \$5,000.

Prepare and coordinate subdivision's conference/seminar/training travel exemptions following current Department, Division and Capital Outlay Support Program procedures and guidelines. Responsible for registration and logistical coordination of subdivision's conferences/seminars/training. Reconcile charging discrepancies, as needed, for subdivision staff, DES Administration and Accounting. This includes the understanding and knowledge of proper charging practices, such as the use of reporting codes and working with appropriate managers to correct any charging discrepancies.

- 10% (E) Provide administrative support for the TE-Civil Rotation Program for Structure Design. Work with Managers and Supervisors to identify workload needs to formulate and develop a plan to schedule future rotation and temporary assignment. Inform all Structure Design's TE-Civil Engineers of the Rotation Program for the Engineer's mandatory Professional Development assignments and develop a plan to ensure that all forms and TE-Civil Rotation Tailoring Plans are complete and submitted to WDB. Prepare the assignment letter for rotation and temporary loan assignments. Maintain and update the Structure Design Rotation Coordination database. Act as backup for Structure Design's representative at Rotation Coordination meetings.

- 10% (E) Coordinate subdivision's out-of-state travel, including the creation of the blanket list and the processing of trip requests. Coordinate and assist with the development of the annual COS travel plan. Reconcile charging discrepancies, as needed, for subdivision staff, PPRM, DES Administration, and Accounting. This includes the understanding and knowledge of proper charging practices, such as the use of reporting codes and working with appropriate managers to correct any charging discrepancies. Prepare and coordinate subdivision's required response to various travel/training/conference requests and exercises (Project Delivery Conference/Training/Statewide Meetings, Out-of State Travel, etc.) providing detailed information to DES Administration.

- 10% (E) Research, identify resources, plan and organize regular Safety Meetings for Structure Design to discuss occupational safety and health issues consistent with Department policies. Track and document compliance with Department Safety Meeting policies. Serve on the DES Emergency Evacuation team.

- 05% (M) Prepare confidential and highly sensitive memos, reports and correspondence in conformance with accepted Department standards. Compose correspondence including memos, on routine subjects regarding office policy and procedure, meeting announcements and agendas, and

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information and instructions regarding special projects. Review for accuracy the subdivision's organizational charts provided by DES Administration before distribution to SD's Managers and Supervisors.

- 05% (M) Coordinate subdivision's records retention activities. Update, monitor and ensure accuracy of the subdivision's record retention schedule and prepare the annual records management inventory for submittal to the Division's Records Management Coordinator.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise, but may provide some direction and guidance to clerical and 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. He/she 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.
- The ability to analyze administrative problems and adopt an effective course of action, reason logically and creatively, consult with and advise administrators and other interested parties on subject matter within the area of assignment.
- The ability to effectively work in a team environment 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 Office Products: Word, Excel, Access and PowerPoint is required. Experience using 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

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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 responsibilities.

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 or 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.

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.

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 have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to multi-task; In addition, must regularly respond 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 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.

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. **Employee may be required to travel to other satellite offices for and to**

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facilitate/coordinate and provide logistical support for conferences, seminars, 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. 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's 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's Signature Date