

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

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE Division of Engineering Services, Materials Engineering & Testing Services & Geotechnical Services	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 559-282-5157-xxx	EFFECTIVE DATE 3/1/2012

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), Materials Engineering & Testing Services & Geotechnical Services, including the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	Marginal (M)

40% E Prepare and coordinate subdivision's required response to various Department requests and exercises (Statewide Corporate Needs, Home Storage Permits, fleet, telecommunication, asset management and equipment inventory surveys, etc.) providing detailed information to Division of Engineering Services (DES) Administration. Serve as the subdivision's liaison to DES Administration for all business services activities. Coordinate these activities, which may include but are not limited to procurement/purchasing, records management, copier/printer supplies, home storage permits, computer deployment, information technology and equipment/asset management, etc. Analyze and prepare subdivision reports for submittal to Division of Engineering Services (DES) Administration to ensure compliance with Division and Department guidelines and as required by State Administrative Manual (SAM).

Using the AMS Advantage EFIS system, prepare purchase and contract requests, ensuring the use of correct coding. Review and verify invoices for accuracy. Prepare appropriate documentation to request for payment. Reconcile charging discrepancies, as needed, working with Program/Project and Resource Management (PPRM), DES Administration and Accounting as appropriate. This activity 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. Using Microsoft Excel, develop and maintain spreadsheets of recording the purchase expenditures, and, exercising discretion, identify any potential areas of concern and recommend corrective action if necessary. Develop and submit a monthly report to subdivision management.

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. Serve as the subdivision's Home Storage Permit Coordinator to ensure accurate and timely approvals and reporting.

- 25% (E) Act as Webmaster for the subdivision (Internet/Intranet) web pages. Responsible for the web content of the subdivision website (Intranet/Internet). Review and monitor webpage content, ensuring timely update and accuracy of website postings. Determine the appropriate format and placement for publishing information recognizing internal and/or external specifications. Design, develop, document, and maintain pages using various web development tools. Independently conduct analysis of website usage to identify trends. Prepare periodic reports including recommendations for changes or revisions to the website organization and/or structure. Develop procedures for staff regarding updates to the subdivision's website. Direct the conversion, publishing and routine maintenance of documents, materials, and forms. Refer requests to appropriate staff for response. Work collaboratively with other Division and Department staff on these efforts.
- 20% E Prepare and coordinate subdivision's conference/seminar/training travel exemptions following current Department, Division and Capital Outlay Support (COS) Program procedures and guidelines. 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. Responsible for registration and logistical coordination of subdivision's conferences/seminars/training. 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) Compose correspondence, including memos, on routine subjects regarding office policy and procedure; meeting announcements and agendas; and information and instructions regarding special projects. Serve as member of the DES Emergency Evacuation Team. Serve as subdivision's Title VI representative. Serve as the subdivision's representative on various DES and department-wide activities, which may include but are not limited to the California State Employees Charitable Campaign, Take Your Kid To Work Day, etc. Assist with the subdivision's administrative activities regarding the Transportation Engineer-(TE) Civil Rotation Program.
- 05% (M) Work on special projects as designated by the Deputy Division Chief.

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SUPERVISION EXERCISED OVER OTHERS:

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

- 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 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.

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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