

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION DES-Office Engineer Office of Contracting Systems	
WORKING TITLE Resource Coordinator	POSITION NUMBER 559-285-5157-001	EFFECTIVE DATE

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 supervision of a Supervising Transportation Engineer in the Office of Contracting Systems, the incumbent performs administrative liaison duties, including acting as the subdivision's Training Coordinator, Budget Analyst, Asset Management Coordinator, Records Retention Coordinator, and DES Rotational Program Coordinator.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Prepare and coordinate subdivision's required response to various Department requests and exercises (budget, statewide corporate needs, 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). 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.
35%	E	Using the AMS Advantage EFIS system, prepare purchase and contract requests for supplies, equipment and short term services, ensuring the use of correct coding. Review and verify invoices for accuracy. Prepare appropriate documentation to request 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. 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 Microsoft Excel, develop and maintain spreadsheets of the purchase expenditures, exercise discretion, and identify any potential areas of concern and recommend corrective action if necessary. Develop and submit a monthly report to subdivision management. In addition, acts as the programs liaison for the DES Rotational Program Coordinator.
15%	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

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5%	M	Conference/Training/Statewide Meetings, Out-of State Travel, etc.) providing detailed information to DES Administration. Serves as the subdivision's Title VI representative, as a member of the DES Emergency Evacuation Team and as the subdivision's representative on various DES and department-wide activities. Work on special projects as designated by the Office Chief or Deputy Division Chief (DDC).
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¹ESSENTIAL 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

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 a 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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.

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 must 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

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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. The incumbent may be required to travel to other satellite offices for and to 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 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