

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION 59/DES/Structure Construction	
WORKING TITLE DES-SC Assistant Resource Manager	POSITION NUMBER 559-511-5157-xxx	EFFECTIVE DATE 02/01/2015

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 supervision of a Senior Bridge Engineer (Senior BE) in Structure Construction (SC), the incumbent is responsible for assisting the Senior BE in task management implementation through management of support resources, providing status on projects, maintenance of charging practices, and report production and analysis. Assistance will also be provided in obtaining and processing final records for construction contracts administered by Structure Construction.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Analyze budgets to identify projects in need of additional resources for Structure Construction. Monitor and analyze DES budgets for Workplan Breakdown Structure (WBS) Activity 275, assessing the Division of Engineering Services' (DES) performance and communicate with DES subdivisions regarding any issues. Coordinate, request and justify resource requests for Structure Construction utilizing Clarity, the Caltrans database that will be replacing XPM as a part of PRSM implementation.
30%	E	Assist Structure Construction's Office Associates in procuring, logging, and forwarding final contract documents including but not limited to: as-builts, reports of completion, pile records, joint movement calculation forms, and paint records.
20%	E	Request information for, review, compile and assemble special reports needed by management including those related to support budget, project percent complete, and others as necessary. Provide assistance to SC staff on the use of the Clarity database. Create custom reports in Clarity through the determination of relevant data, related to task management.
10%	E	Communicate with Structure Construction's seniors and supervisors to determine project progress and update in Clarity. If necessary analyze SC reports to determine progress and update accordingly

<sup>1</sup>ESSENTIAL 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**

None. This position does not supervise other staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires:

- An advanced understanding of Project Development and Project Management principles and processes, project and support cost estimating, workload development, resource management, and delivery scheduling.
- An advanced understanding and commitment to the Department's goals and values especially in the areas of delivery, service, integrity, teamwork and innovation and effectively contribute to them.
- An advanced knowledge of computer applications required - especially MS Excel as well as Department systems that house project data, e.g. SC Databases, Clarity, PMCS, XPM, E-FIS and various district Workload Planning Systems.
- The incumbent must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action and demonstrate the capacity for assuming increasing responsibility.
- The incumbent must be able to maintain cooperative working relationships, participate on and build effective teams,

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resolve conflicts, have good negotiating, presentation, verbal and written communication skills.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Lack of timely and accurate exercise of assigned responsibilities will result in project/program delivery delay, possible failure and potential safety issues surrounding construction of structures.

**PUBLIC AND INTERNAL CONTACTS**

This position requires frequent contact with Division, HQ and district project delivery staff, management at all levels in the Department, FHWA, consultants and on occasion, contractors, legislative staff, the media and the general public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have the ability to maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and reasoning. Must be able to maintain cooperative working relationships and respond appropriately to difficult situations. Must be able to work in a team environment.

**WORK ENVIRONMENT**

The incumbent performs assigned tasks in a climate-controlled work environment having sufficient light and reasonable noise levels. DES houses employees in cubicles supplied with computer workstations and other tools. Employees may be required to travel on occasion for training or meetings outside their normal work environment.

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