

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO	
WORKING TITLE SSA - HSRA (High Speed Rail Authority (AUTHORITY))	POSITION NUMBER 701-001-5157-xxx	EFFECTIVE DATE 6/2015

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 general direction of the Legal Division’s Statewide Contract Manager, a Staff Services Manager I, the incumbent is responsible for providing analytical and technical support in the management of High Speed Rail Authority (Authority) expert witness contracts.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Acts as one of the Legal Division contract liaisons for the Authority’s expert witness contracts. Responsible for working with supervisors and attorneys to execute and administer Legal Division contracts for the use of expert witnesses, consultants and various services. Work with Accounting, Division of Procurement and Contracts (DPAC) and Department of General Services (DGS) staff in executing new, extensions, and amendments of contracts. Assist in dealing with the Division of Accounting for contract payment disputes originating either internally or externally by the contractor or the State Controller’s Office (SCO).
30%	E	Recommend alternatives to management regarding contractual issues (prioritize use of funds, improprieties, development of evaluation criteria, contract disputes, etc). Utilize the Division’s database to process and monitor contracts. Provide monthly reports on expiring contracts to Management.
25%	E	Assist the Statewide Contracts Manager including providing recommendations to Division Management on contract and procurement issues, responding to administrative program requests for information on contract invoices.
10%	M	Works in conjunction with the other contract analyst staff to ensure assigned duties are covered during absences and peak periods. Work with management and staff on other duties as required.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Caltrans’ organization, mission, policies, and procedures; statewide Legal Division program goals, objectives, and priorities; State government administrative laws and rules, including, but not limited to, State Contract Manual (Volumes I, II and III), contract administration, policies, and procedures as outlined in the State Administrative Manual.

Ability to: Approach a problem by using a logical, systematic, sequential approach; weigh the costs, benefits, risks, implications, and chances for success, when deciding; use technology to simplify and streamline tasks; learn new

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technology techniques to enhance the job; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; take charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure decisions are made; delegate responsibility, work with others, and coach them to develop their capabilities; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; take responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; notice trends and develops plans to prepare for opportunities or problems; identify and propose solutions that benefit all parties involved in a situation; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; ensure the effective, efficient, and sustainable use of public service resources and assets; identify, assess, and manage risk while striving to attain objectives; function effectively when under pressure and maintain self control in the face of hostility or provocation; communicate ideas, thoughts, and facts in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is generally responsible only for the decisions required to successfully complete job functions as described above; however, errors may impact the decision-making process in the office, which could result in major financial losses for both the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain cooperative working relationships with all levels of staff within the Legal Division, the Department, vendors and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Must also work well with office professional and support staff, Department staff, and outside vendors. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; ability to focus for long periods of time.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE