

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE STAFF SERVICES ANALYST		DISTRICT/DIVISION/OFFICE LEGAL	
WORKING TITLE STAFF SERVICES ANALYST	POSITION NUMBER 701-004-5393-004	EFFECTIVE DATE	

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; 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 a Staff Services Manager I, incumbent is responsible for the office operations including but not limited to procedures necessary in the processing of all invoices associated with lawsuits within statutory time periods, the identification, maintenance and input of financial information in the Legal Division data base, the development, processing and monitoring of Division contracts, the maintenance of the library, and record retention, purchasing and inventory for the San Diego Office.

Essential (E)/Marginal (M)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

45% (E) Is the point person for all Ca High Speed Rail Authority billing. Requires Coordination with HQ Accounting to develop the proper monthly billing statement. Obtain the “task descriptions” for all billing from all staff statewide. Merge the information from all four offices statewide into one monthly billing statement. Timely analyze the task statements to ensure all staff work, associated costs, and hours are accounted for and equal to the billing statement. Performs accounting duties as needed including monitoring of Legal budget and ensuring timely reversal of any mischarges.

25% (E) Develops all service and vendor contracts. Responsible for monitoring contract balances. Must provide bi-weekly reports on all contracts in the office, therefore, it is essential to possess in-depth knowledge of AMS Advantage, DataLink, CATS, Houdini, and other accounting databases. Must be knowledgeable of the duties and responsibilities of the Contract Manager and have the ability to perform as such.

25% (E) Maintain and manage library, which includes updating books, ordering updates and/or new books. Maintain a detailed log of all books in the library. Process all invoices for payment and maintain the vendor files. Coordinate with Head Quarters and the State Library for the latest updates to the electronic library. Process all invoices in the San Diego Legal Office including vendor billing, contract billing, and service needs. Work directly with vendors and the State Accounting staff to ensure prompt payment. Keeps inventory and conducts all purchasing for equipment, supplies, and furniture in the office. Must be CalCard eligible and have knowledge of the purchasing rules for both the CalCard and the Department of General Services purchasing rules. Coordinates shredding days for the office. Maintains the statewide cellular phone records and performs all purchasing of phones and equipment.

5% (E) Close files and prepare record transfer lists to be shipped to Archives. This may include packing and labeling of individual boxes. The incumbent also maintains a record of all transfer lists and is responsible for the retrieval of closed files from archives. Provide other clerical support as assigned and assist at the Reception Desk.

SUPERVISION EXERCISED OVER OTHERS

None.

PUBLIC AND INTERNAL CONTACTS

Must be professional in handling all type of phone calls and greeting the public. Must also work well with office professional and support staff and Department staff.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

Must be able to work appropriately and effectively.

WORK ENVIRONMENT

The incumbent works in an office setting and must be able to use a personal computer.

I certify that I can perform the duties listed above with/without reasonable accommodation.

Employee DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

Supervisor DATE