

CALIFORNIA DEPARTMENT OF TRANSPORTATION
Duty Statement

Classification Title	District/Division/Office	
Staff Services Analyst	DHR/Organizational Management Branch	
Working Title	Position Number	Effective
Organizational Management Analyst	702-008-5157-XXX	5/1/2015

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.

Under the direct supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) provides analytical functions for the Organizational Management Branch and position management services to a roster of Districts. The SSA performs position management related activities to ensure compliance with regulations, policies, laws, and rules. The SSA researches and resolves complex position management issues and acts as a resource for staff engaged in organizational management activities. The SSA demonstrates a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds our customers’ expectations.

DUTIES AND RESPONSIBILITIES

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

45% (E)	Works with District contacts to ensure positions are utilized timely, processes PARFs, updates PARF log, and maintains accurate data in the Position Tracking Automated System (PTAS). Analyzes and reviews Appointment Request Forms (ARF) and Position Action Request Forms (PARF) to verify that the requests are consistent with departmental and control agencies position management policies. Approves PARF requests moving employees to/from the hiring capacity blanket into authorized positions and PARFs returning employees with a mandatory right-of-return to active status.
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Reviews Department of Finance (DOF) packages to ensure they are complete and consistent with the provisions of State Administrative Manual (SAM) Chapter 6500 and Section 31 of the Budget Control Act. Acts as a liaison and partners with Budget resource staff to ensure justifications for DOF packages are of the highest quality and meet all criteria for position reclassification or transfer. Researches and resolves position management issues.

¹ 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

- 30% (E) Reviews and monitors the monthly Periodic Position Control Report, the monthly audit of employee information, and the monthly reconciliation of PTAS with SCO position information. Monitors the authorized position level for each District to ensure compliance with its position allocation as set by HQ Budgets, including the transfer of positions between Districts by Allocation Change Request (ACR). Monitors positions loaned/borrowed between Districts. Works with the Districts/Divisions to resolve position discrepancies on the semi-monthly PTAS reports
- 30% (E) Acts as the position management expert and consultant to the Office of Transactions Services Personnel Specialists and Supervisors. Provides guidance and makes recommendations to management and staff on varied position management issues. The SSA processes technical position management activities for all Caltrans’.
- 20% (E) Develops and writes procedures to implement operational guidelines for Organizational Management processes. Develops and formulates procedures to standardize organizational management related activities. Develops training for specialists, supervisors, and program staff on the organizational management process. Regularly reviews the Organizational Management Webpage and provides draft FAQ’s, forms and job aid updates to manager for approval.
- 5% (M) Researches, interprets, coordinates and ensures compliance with various bargaining unit contracts, policies, regulations, laws and rules and makes viable recommendations to management.

SUPERVISION EXERCISED

None.

ANALYTICAL REQUIREMENTS

Incumbent must be able to perform a professional level of analytical administrative line of work with a high degree of complexity to resolve administrative problems and make recommendations for an effective course of action. The incumbent must reason logically and creatively. The incumbent must consult and advise on a variety of subject matters and demonstrate a capacity for assuming increasing administrative responsibility. Incumbent must grasp the essence of new information and master new technical and business knowledge.

KNOWLEDGE AND ABILITIES

Knowledge of State Personnel Board and Department of Personnel Administration laws rules, policies, and practices; State Controller’s Office automated payroll system; the Department’s automated time reporting system (Staff Central); and the Position Tracking Automated System.

Possess knowledge of the appointment process and position management, monitor data, and must be computer literate. Ability to learn and apply personal computer and data information systems. Ability to effectively interpret and apply laws and rules. Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice

Maintains cooperative working relationships with all levels of Caltrans staff and representatives of State control agencies. Develops, analyzes and prepares reports as required.

RESPONSIBILITY FOR DECISIONS/CONSEQUENCE OF ERROR

The incumbent is responsible for effectively planning, coordinating, and executing office policy and procedures as they relate to the Office of Transactions Services, Organizational Management Section. Poor judgment in monitoring, evaluating and reporting information could affect staff's ability to effectively provide quality organizational management-related services to internal and external customers.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment

PUBLIC AND INTERNAL CONTACT

The incumbent will work with district and program resource staff and management, and representatives of State control agencies.

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 heating and air conditioning, the building temperature may fluctuate.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize issues or problems, and must facilitate effective solutions. Employee must sustain mental activity needed for problem solving, analysis, and reasoning.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature Date

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

Supervisor Name (please print)

Supervisor signature Date