CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Analyst (General)	**DISTRICT/DIVISION/OFFICE** Division of Procurement and Contracts	
WORKING TITLE Purchasing Analyst	**POSITION NUMBER** 702-019-5157-xxx	**EFFECTIVE**

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 direction of a Staff Services Manager I in the Division of Procurement and Contracts, the employee is responsible for performing the less technical and complex purchasing functions and assisting associate analysts in the performance of their duties. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
50%(E)	Responsible for analyzing and processing a wide range of purchase requests for commodities such as equipment, materials, office supplies, subscriptions, publications, and information technology. Prepares solicitations, evaluates price quotes, makes awards and writes Purchasing Authority Purchase Orders (STD. 65). Applies various acquisition methods (e.g. Statewide contract, Leverage Procurement Agreement, State Price Schedule, Delegated Purchasing Authority, etc.) and bidder's preferences. Performs audits of CAL-Card purchases. Obtains internal and external approvals of acquisitions. Accomplishes tasks in accordance with all applicable statutes, the State Contracting Manual (Vol 2), the Caltrans Acquisitions Manual, the purchasing delegation from Department of General Services (DGS), and the State Administrative Manual. Distributes completed purchase orders and retains purchasing files and required documents as necessary for required reports and post-audit review.
20%(E)	Input data into Advantage system to create and obtain approvals for each acquisition. Input data into BidSync to register purchase orders. Prepares and distributes the Contract Awards Report.

15%(E)	Acts as backup to other analysts and for other acquisitions teams.
5%(E)	Works with customers individually and in task teams to review pertinent data and to provide guidance and advice. Develops and conducts procurement training on the acquisition process.
5% (E)	Prepares weekly status reports on work progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.
5% (M)	Reviews and analyzes legislation and advise management on the impact or potential impact. Reviews and updates the Caltrans Acquisitions Manual. Performs special assignments as assigned.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway Code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.

A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with some degree of independence. The incumbent must be able to make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise tact and good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

At the entry level, the incumbent will be assigned work generally involving routine analytical tasks impacting the immediate work unit. Errors or omissions could result in violations of

statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Poor judgment could result in delays in completion of the Department's or other agency programs and loss of public trust.

PUBLIC AND INTERNAL CONTACTS

Within the department, the incumbent works individually and in task teams to communicate with Districts and Headquarters staff at various levels to provide consultation and advice on purchasing policies and procedures. Confers with Branch Chiefs, Office Chiefs, and other managers regarding purchasing issues. Externally communicates with the Department of General Services, vendors, consultants and other members of the business community.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

May be required to travel or participate in training/outreach activities both in the Districts and HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

Keyboard use is approximately 75% of the time.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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'S NAME (Please Print)

_____
EMPLOYEE'S SIGNATURE DATE

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

_____
SUPERVISOR'S NAME (Please Print)

_____
SUPERVISOR DATE