

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE/BRANCH D22/DBFS/ Statewide Facilities/Farmers Market Plaza Building Management Branch	
WORKING TITLE Facility Analyst	POSITION NUMBER 702-023-5157-XXX	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; reporting to work as scheduled; 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 general direction of a Staff Services Manager I, the incumbent is responsible for assisting in all activities related to the day-to-day management of facilities within the Farmers Market Plaza Complex. Duties include, but are not limited to:

TYPICAL DUTIES:

The incumbent is responsible for assisting in the maintenance and the operational integrity of approximately 542,153 square feet of seven buildings in the Sacramento area. Three buildings make up the Farmers Plaza and are located at 1727 Street, 1801 30th Street and 1830 Alhambra. The other four buildings sites are located near the Farmers Plaza in Sacramento.

<u>Percentage</u>	<u>Job Description</u>
40% (E)	Acts as a facility analyst between the Building Manager's office and Department employees at the Farmers Market Plaza and leased building sites within the downtown Sacramento area. Works in conjunction with building owners and property management firms to provide facility support to the building tenants. Works with Property Managers on building maintenance, repair, and project needs. Under the guidance of the Staff Services Manager I, creates scope of work information for the preparation of contracts for services. Assists in the development of space allocations and modular furniture configurations to meet the needs of the program staff. Coordinates the relocation of equipment and furniture (including surplus furniture to the warehouse). Assists in the coordination of the acquisition of goods and services. Assists in the preparation of and submittal of necessary documentation for vendor payment. Coordinates facility projects as assigned or as identified and approved by manager for assigned office space.
30% (E)	Assists in the coordination of moving services for staff, equipment, and furniture (including processing paperwork for surplus items). Receives and coordinates payment of moving service invoices. Provides back-up assistance for the Sacramento surplus warehouse. Arranges for approvals to send surplus equipment and furniture to the Department of General Services.

10% (E)

Updates and maintains emergency evacuation plans for each individual lease building. Assists with emergency evacuation drills for each leased facility. Assists in the coordination of facility safety and security exercises with the State Fire Marshal, CHP and the Sacramento Fire Department. Assists facility evacuation teams, first-aid teams and other related tenant support teams in the performance of their responsibilities. Assists with Facility Safety Inspections of all leased facilities. Assists in conducting tenant meetings with program staff in the various leased facilities. Receives initial notice of building emergencies and first-aid needs; responds quickly and calmly to coordinate emergency resources as needed. Utilizes the building public announcement system to notify tenants of an emergency.

10% (E)

Assists visitor parking at the FMP parking lots as needed. Develops and issues parking permits as requested. Researches and gathers vehicle information and assists with DMV and CHP on parking violations. Assists in ordering, receiving and maintaining an inventory of office supplies for the Building Manager's Office.

10% (E)

Assists in the development and maintenance of operating procedures, manuals and rules for facility management. Prepares memorandums, reports and other correspondence as requested by the Branch Chief for management review. Participates in other related work assignments in support of the Division. Purchases products or develops contracts in support of the Branch's operational needs.

SUPERVISION RECEIVED

Receives general direction from a Staff Services Manager I within the DBFS.

KNOWLEDGE AND ABILITIES

- ◆ Basic knowledge of and ability to interpret laws and regulations regarding Fire and Life Safety Standards, Cal OSHA requirements, Rehabilitation Act of 1973, State Administrative Manual and American With Disability Act.
- ◆ The ability to interpret and apply rules and procedures.
- ◆ The ability to make sound decisions in critical situations.
- ◆ The ability to reason logically, to evaluate routine problem alternatives and to recommend an effective course of action.
- ◆ The ability to multi-task and reprioritize workloads to meet heavy customer requirements.
- ◆ The ability to interact with contractors, co-workers and the general public and provide written and/or verbal instructions to clients.
- ◆ The ability to gain and maintain the confidence and cooperation of all parties involved.
- ◆ The ability to consult with and advise management on issues associated with leased building space.

- ◆ The ability to collect, develop, categorize, maintain and summarize information to present clear and concise correspondence, reports and technical documents; both verbally and in writing.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent must reflect Headquarters Statewide Facilities as a leader in excellent customer service. Failure to do so could negatively impact our credibility with supervisors, managers and employees. Failure to appropriately complete assignments could result in poor service to clients, poor working relationships, fiscal overruns and general poor business practices.

PUBLIC AND INTERNAL CONTACTS

The incumbent routinely interacts with employees at various levels within the Department, vendors and contractors regarding building operations. This often involves contact with visitors representing local government, employee organizations and other sensitive contacts. Exceptional customer service is critical to success and meeting expectations.

As a representative of the State of California and the Department, the incumbent must always be cognizant of his/her actions, how those actions are viewed, and must always conduct him/her in a courteous and professional manner at all times.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

W

Physical – Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must also be able to move quickly at a moment's notice to various parts of the facility in the event of an emergency. May be required to walk and stand for long periods of time when overseeing projects within the facility. Willing to accept call-outs at all hours of the day or night that are related to facility/employee security or other operational issues. The ability to lift 25 pounds, carry bulky items and provide assistance in setting up facility conference areas or other areas in the building. The ability to climb stairs and ladders and perform work on the roof; requires occasional bending, stooping and kneeling.

Mental – Must have the ability to multi-task, adapt to change in priorities, and complete tasks or projects with short notice. This position requires interaction with a myriad of personalities.

Emotional – Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. May be subject to and have the ability to handle irate employees in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity. Considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

The duties of this position are performed in a modern office setting of mixed hard-walled and modular furniture design under artificial lighting. The primary workspace is of modular design, containing computer and telecommunications equipment.

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)

Date

Employee Signature

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

Supervisor Name (please print)

Date

Supervisor Signature