

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE/BRANCH D22/Division of Business, Facilities and Security	
WORKING TITLE Facilities Assessment Contracts Coordinator	POSITION NUMBER 702-023-5157-XXX	EFFECTIVE DATE November 2014

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 supervision of the Chief, Office of Statewide Office Facilities Management and Assessment, a Staff Services Manager III, the incumbent is responsible for performing contract coordination and facilities analysis/assessment duties for the Facilities Assessment Team in the Office of Statewide Office Facilities Management and Assessment. Duties include; but are not limited to:

TYPICAL DUTIES:

The incumbent will research, analyze, evaluate, plan, and make recommendations on facility contracts and facility projects. The incumbent will provide statewide technical support and guidance related to contract management, building data collection and investigation, maintenance and operations review, and development of ongoing maintenance and evaluation.

Percentage Job Description

45% (E) The incumbent will function as the contract coordinator for the Office of Statewide Office Facilities Management and Assessment by developing and monitoring contracts and related expenditures. Prepare contract service request, Form 360; receive quotes, including the use of the California Department of General Services (DGS) leveraged contracting options; and evaluate and recommend awarding of contracts. Track contract costs for expenditure reporting, such as tracking daily invoices, checking status of encumbrances, and status of expenditures. Enter and retrieve data from the Enterprise Resource Planning Financial InfraStructure (E-FIS) Advantage system. Work closely with the Division of Procurement and Contracts (DPAC), Division of Accounting, the Division Budget Manager, and DGS. Ensure accuracy of budget code information for executed contracts. Develop, maintain, and report a master listing of contracts/service agreements. Ensure contract encumbrances are properly charged against fund account and ensure unneeded funds at year-end are disencumbered.

45% (E) The incumbent will act as a facility analyst for the Office of Statewide Office Facilities Management and Assessment. Work in conjunction with DGS and building owners and property management firms to provide facility support to the building tenants. Advise DGS and property managers of building maintenance, repair, and project needs. Develop scope of

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work information for the preparation of contracts for services. Perform project oversight with the contractors, DGS, and property managers on assigned projects, including functioning as contract administrator and project manager throughout the term of the projects. Monitor work progress and conduct site inspections to ensure contract compliance issues/discrepancies are resolved in a timely manner. Prepare and submit necessary documentation for vendor payment. Coordinate facility projects as assigned or as identified and approved by the manager for assigned office space. Assist with Facility Assessment inspections for all facilities.

- 10% (E) The incumbent will provide backup support to other Office of Statewide Office Facilities Management and Assessment staff. Attend meetings or conduct meetings in the supervisor's absence and perform special facilities-related assignments as directed by the supervisors and/or managers in the Division of Business, Facilities and Security (DBFS). Prepare memorandums, reports, correspondence, and other related work assignments in support of DBFS.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise other employees. However, in some situations, the incumbent may be assigned lead-person responsibilities (provides direction, guidance and leadership) for other team members where project work is being conducted.

KNOWLEDGE AND ABILITIES

- ◆ Thorough knowledge of the Department's Strategic Plan, missions, goals and objectives of DBFS.
- ◆ Knowledge of principals and modern methods of public and business administration, administrative analysis, contract management, mathematics, and budgets.
- ◆ Knowledge of the State budget process and rules and regulations pertaining to the expenditure of funds.
- ◆ The ability to analyze and interpret codes and regulations.
- ◆ The ability to make sound decisions in critical situations.
- ◆ The ability to make sound decisions in critical situations and make immediate decisions for effective course of action to ensure a safe and healthful work environment.
- ◆ The ability to recognize and identify existing and potential safety hazards and takes appropriate corrective measures.

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

The incumbent must be able to express ideas and present information clearly and logically, both orally and in writing; and must be able to develop and utilize effectively all available resources within DBFS.

ANALYTICAL ABILITIES

The incumbent must be able to reason logically and creatively and utilize a variety of analytical techniques to adopt an effective course of action to provide employees, visitors and the public a safe work environment.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Labor Code, Section 6401.7 requires that employers provide a safe and healthful workplace for their employees. Additionally, this includes conducting workplace inspections, identifying and correcting code violations, training of employees and enforcing safety and health policies. Failure to comply and maintain a safe work environment for the public and the employees could compromise the health and safety of employees or cost the State substantial money, time and inconvenience. The consequence of violations could result in the California Department of Transportation (Caltrans) being held financially and criminally liable.

Furthermore, the incumbent must reflect DBFS as a leader in excellent customer service. Failure to do so could negatively impact DBFS' credibility. Therefore, failure to appropriately complete assignments could result in poor service to the client, poor working relationships, fiscal overruns, and general poor business practices.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have regular contact with all levels of staff and customers from the Districts and Headquarters offices, as well as staff from other State agencies, vendors, contractors, and the public. As a representative of the State of California and Caltrans, the incumbent must always be cognizant of his/her actions, how those actions are viewed and must always conduct himself/herself in a courteous and professional manner at all times.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

While at the base of operation, the employee 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.

Requires touring buildings and facilities throughout the State requiring the incumbent to walk or stand for extended periods of time.

The ability to lift up to 30 pounds.

The ability to climb stairs and ladders.

The ability to reach or stretch by extending hand(s) or arm(s) in any direction.

Requires the incumbent to be in sufficient physical condition to accomplish the bending, stooping, kneeling and lifting required to complete assigned tasks.

Ability to work on a keyboard; manual dexterity; sitting for long periods and focusing for long periods of time.

Must be able to organize, prioritize and respond appropriately to multiple workload requests and conflicting deadlines.

This position requires interaction with a myriad of personalities.

Considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Must be able to establish effective working relationships.

The ability to apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

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

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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