STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	DBFS/OBS&S/Business Serives	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Forms Designer	702-035-5157-xxx	12/17/2015

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.

GENERAL STATEMENT:

Under the general direction of the Branch Chief, a Staff Services Manager I, the incumbent will be responsible for assisting in the planning and organizing of the State Forms Management Program (FMP), including forms development, design and revision of the Department's business forms. The incumbent will review and analyze forms to ensure compliance with the State Administrative Manual (SAM), Information Privacy Act (IPA) and Americans with Disabilities Act (ADA). The incumbent will perform special analytical projects as they occur.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	The incumbent analyzes form design requests received from Districts and Divisions and makes recommendations for improvement of the form's functionality. Using Adobe LiveCycle Forms Designer software, the incumbent designs and revise forms, ensuring that the forms meet SAM, IPA and ADA mandates.
30%	E	Using Adobe LiveCycle software, the incumbent adds dynamic and accessible form features to improve the form's functionality in its electronic format for the user. The incumbent will work with technical staff to add specialized, dynamic form features, utilizing Java Script, in the design of electronic forms.
15%	M	Identifies and analyzes problems with electronic forms and takes appropriate action for resolution; provides information, direction and guidance to all levels of Departmental staff regarding the FMP.
5%	M	Assists the Statewide Forms Coordinator in planning, organizing and facilitating training and meetings for District and Division Forms Officers;performs special analytical projects as they occur.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough and comprehensive working knowledge of all laws and regulations relating to records management, including the California Public Records Act, Information Practices Act, Americans with Disabilities Act, State Administrative Manual, and Departmental Deputy Directives. The incumbent must possess a thorough knowledge of records and forms management theories and techniques relating to records retention, archive storage, and electronic forms. The incumbent must be knowledgeable of current records and forms management technology, including computer-assisted retrieval and electronic forms systems.

The incumbent must have the ability to work cooperatively with people both in person and through telephone communication, and the ability to collect and analyze data, prioritize, categorize and summarize information. Strong verbal communication skills are required, as well as the ability to write clear and concise correspondence. The incumbent must have the aptitude for using automated office equipment, database software computer programs and the capacity for creative thinking. The incumbent must be proficient in the use of Adobe Acrobat Professional, Adobe

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Reader, Adobe Dreamweaver, Adobe LiveCycle Designer (advanced form features to create Caltrans internal forms), Microsoft 2007 – Excel, Power Point, and Word; Paint, Publisher, and Visio.

The incumbent is required to analyze and implement all forms related procedures and equipment to increase the Department's productivity and to work diplomatically as a team member with all levels of staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises the highest degree of judgment in determining the most appropriate technique, preparation, and set up for the electronic files for production. The incumbent is responsible for ensuring efficient and effective management of records and forms. Ensure compliance with State and Federal guidelines. The use of poorly designed or duplicate (in nature) forms may waste public and employee time and could cost the Department millions of dollars from delays to projects or from law suits due to lack of clarity.

PUBLIC AND INTERNAL CONTACTS

The incumbent will communicate on a regular basis with all levels of departmental staff to resolve complex forms management issues. The incumbent will also communicate regularly with DGS, the general public and outside vendors and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent may be required to sit for long periods of time using a keyboard and monitor.

Mental: The incumbent must have the ability to multi task, adapt to changes in priority and focus for long periods of time. Must be able to organize and prioritize work assignments.

Emotional: The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charge issues reasonably and diplomatically.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled modern office setting with modular furniture design. The primary workspace is of modular design, under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air conditioning, building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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 (Print)

EMPLOYEE (Signature) | DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature) | DATE