STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst (General)	D20/Information Technology/Management Support Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Building Operations/Facilities Coordinator	900-170-5157-924	01/01/2015

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 supervision of a Staff Services Manager I in Information Technology's Management Support Office, the incumbent primarily functions as the Building Operations/Facilities Coordinator for Information Technology (IT). In addition, the incumbent serves as the IT Security Badge Coordinator, Health and Safety Coordinator, and Reasonable Accommodation/ Worker's Compensation Facility Coordinator. This position is expected to continually enhance our customer's experience by implementing, utilizing and monitoring proven customer service practices.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	Building Operations/Facilities Coordinator: Manage and coordinate facilities and space issues (i.e., modular furniture, moves, phone moves, furniture moves) for 300+ headquarter (HQ) IT staff. The incumbent will attend meetings as needed and report to Management and ancillary staff as appropriate. Maintain and update floor plans. Independently review, research and analyze space issues prior to submitting recommendations for resolution to management. The incumbent will purchase office furniture and key purchase requests into Advantage. Incumbent acts as IT's Facilities Coordinator working closely with the Building Manager's Office to report, track and follow-up on building issues such as air conditioning and heating malfunctions, lighting, plumbing, electrical problems and request replacement or repair of office fixtures. The incumbent will track facility expenditures and generate monthly status reports. The incumbent schedules furniture moves, coordinates building enhancements such as painting and carpet installation, and modular furniture installations. The incumbent also works with IT Division Chiefs in the area of space planning to ensure adequate space is allocated to each office, including keeping records of what workstations are assigned to which office and updating space allocation as needs arise. As the Building Operations Coordinator the incumbent will maintain the master key file.
20%	E	IT Security Badge Coordinator: As the IT Security Badge Coordinator, coordinates photo identification (ID) badge/building access cards with HQ Operations Security for HQ IT employees and areas, and reports security hardware and access card problems to HQ IT Security. Reviews and approves Sacramento HQ ID Badge Building Access Control Card Requests for HQ IT employees including retired annuitants, consultants, and student assistants. Serves as coordinator for photo ID renewals. This involves monthly review of lists sent by HQ Operations Security to verify HQ IT staff requiring new photo ID's and distributing photo ID badges issued by HQ Operations Security.
15%	E	Health and Safety Coordinator: Manage and coordinate the Health and Safety areas for IT. Coordinator performs the duties of emergency response and first aid coordination. Incumbent will maintain an emergency plan for IT staff, coordinate response team safety meetings, and coordinates and directs the activities of all staff during an emergency which will also involve acting as the liaison with the Fire Department, State Police and the Building Manager's Office. Incumbent will maintain rosters of the members of the Emergency Response and First Aid teams.
10%	M	Reasonable Accommodation/Worker's Compensation/Ergonomic Facility Coordinator: Incumbent acts as IT's Reasonable Accommodation, Worker's Compensation and Ergonomic Coordinator assisting and advising IT employees/supervisors on these issues and acts as the liaison between

IT and the Office of Safety. Purchase ergonomic supplies and chairs as a result of ergonomic evaluations.

[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

Knowledge of: Knowledge of customer service and customer support principles and methods is a must. Knowledge of the principles, practices, and trends of public and business administration. Knowledge of ergonomic requirements, laws, rules, policies and procedures for accommodating Worker's Compensation claims. Knowledge of the Department's IT environment and IT business needs is desirable. The incumbent must possess strong organizational, analytical and interpersonal skills. Must be flexible to change, be able to handle multiple projects at one time, prioritize work accordingly, and demonstrate a proven ability to work effectively in a fast-paced environment.

Ability to: Communicate effectively verbally and in writing; prepare and maintain records and reports; establish and maintain effective working relationships with peers, management and vendors; follow written and verbal instructions; use Word, Excel, and PowerPoint to develop high quality documents and presentations; analyze, interpret, and make sound recommendations.

Analytical Requirements: The incumbent will have a great deal of latitude to be creative and to influence how administrative services are provided to and welcomed by IT staff. The incumbent will be required to analyze and interpret information from multiple sources and to recommend practical, efficient and effective solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences related to administration, as well as resource management. Failure to accurately track resources and/or identify and take advantage of cost-saving opportunities may result in loss of funds, and/or may negatively impact IT's credibility with internal and external entities.

PUBLIC AND INTERNAL CONTACTS

This position will have daily contact with all levels of staff throughout the Department to answer questions, solve problems, clarify instructions, and ensure conformity of methods and practices; and regular contact with the vendor community to exchange information. Presentations will be expected based on work product.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone and may be required to lift and move supplies and equipment from one location to another. The incumbent must be able to walk between multiple State buildings and have a thorough knowledge of Caltrans building locations. This is a fast-paced job with a lot of deadlines. Thus the incumbent in this position will be required to multi-task, to adapt to changes in priorities, and to complete tasks or projects with short notice.

WORK ENVIRONMENT

The incumbent will primarily work in a climate controlled environment, under artificial lighting. Occasional travel may be required to attend meetings, evaluate facilities and/or meet with vendors. The position is located in the downtown Sacramento area where parking availability is limited.

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.

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)	
Carrie-Jean Jackson-Harris	
SUPERVISOR (Signature)	DATE