

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE Staff Services Analyst | OFFICE/BRANCH/SECTION District 1/Administration/Administrative Services | |
| WORKING TITLE Property Control / Worker's Compensation Coordinator | POSITION NUMBER 901-001-5157-xxx | EFFECTIVE DATE May 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 supervision of the Chief, EEO Officer and Administrative Services (a Staff Services Manager I), the incumbent performs work at average difficulty in a variety of analytical duties for District 1 including management of District 1 property, assisting the District in Worker's Compensation Claims, and monitoring Title VI and VII events.

TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M) ¹ | Job Description |
|---|---|
| 30% E | Responsible for researching, analyzing and interpreting Federal and State requirements related to property control, evaluating property control activities for compliance with such requirements, and provides recommendations to management on any updates or changes to process that may be necessary. Provides consultative services, training, and direction to customers to ensure the property control activities are performed in accordance with State and Federal laws, departmental policies, standards, and controls. Serves as the liaison to North Region, district and division property control staff by responding to inquiries, providing information and guidance. |
| 30% E | Conducts field inventories and inspection of all District 1/North Region property and equipment. Monitors and ensures compliance with the 3-Year Physical Inventory Plan for District 1/North Region, obtains and completes certification of compliance from District 1/North Region divisions, and generates status reports for management. Conducts customer surveys and inquiries, and other projects as directed. Coordinates and facilitates stakeholder meetings. Works in a team environment and in task teams to advise management, including DPAC management and customers regarding property control processes. Monitor and track Data Management and Quarterly reports for equipment approved by the District Director to forward to HQ Accounting. |
| 20% E | Worker's Compensation: Serves as the liaison between the employee, supervisor, HQ's Compensation Payments Unit, HQ Return to Work Coordinator and State of California Insurance Fund (SCIF) adjuster. Coordinate with the Safety Coordinator on completed "Employer's Report of Occupational Injury or Illness" form /Worker's Compensation packet received from the injured employee's supervisor. Inputs information from the packet into SCIF's computer system EFROI timely to ensure the issuance of an immediate claim number to provide to SCIF adjuster and headquarter (HQ). Follow up, report and answer questions regarding a filed Worker's Compensation Claim. Follow up with employee's supervisor, regarding status change or if employee is able to return to work under regular duties, work restrictions, or modified work agreement. Tracked and forward injured employee's calendar days off to the Safety Officer on a quarterly basis, for SIMS report. |
| 10% E | Monitor and assist divisions with recording the receipt, transfer and disposition of non-expendable, expendable and sensitive equipment. Investigates and resolve inventory discrepancies. Reviews and analyzes proposed laws, policies, and standards that affect property control and advises |

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management on the impact of potential impacts.

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| 5% | E | Recycle Inventory: Ongoing tracking and managing damaged property. Coordinate and monitor the e-waste of damaged items and property twice a year. |
| 5% | M | Title VI – Annual Element Report: Coordinates district data collection and assists in the preparation of an annual report forwarded to HQ External Title VI Unit and HQ EEO unit. Serves as backup support to various positions in District 1 Administration. |

¹ESSENTIAL 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 principles, practices and trends of public and business administration, management, and supportive staff services. Must have knowledge of, and adhere to, the rules and regulations regarding Property Control as outlined in the State Administrative Manual. Knowledge of principle of modern business practices, forms and office equipment. Knowledge of basic grammar, spelling, punctuation, and math. Must use good work habits such as punctuality, accuracy, and dependability.

Ability to handle detailed and sensitive employee contact and independent action. Must have strong written and verbal communication skills; and the ability to prepare detailed written correspondence, in a clear and logical manner. Ability to perform professionally; follow oral and written directions; evaluate situations accurately; and take effective action. Must be proficient in the use of desktop computer hardware and software, including Microsoft Word and Excel. Must be proficient in accessing information from departmental computer programs such as the internet and intranet. Must be able to effectively identify and analyze problems, evaluate information from regulations, departmental policies, laws and/or rules, determine its accuracy and relevance and consider the effect of such changes. Uses sound judgment to generate and evaluate alternatives and recommend solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for actions and decisions made in completing assigned tasks. Incorrect action or inaction could result in duplication of work, delay in productivity of other District 1 and North Region employees, and loss of funding. Incorrect action or inaction in the property control function could slow the purchasing process, resulting in errors, over-expenditure of funds, increased possibility of property loss, and inappropriate disposal of assets. Failure to implement the District's DBE Program in accordance with the applicable requirements of 49 Code of Federal Regulations (CFR) Part 26 could adversely affect the Department's funding.

PUBLIC AND INTERNAL CONTACTS

Daily contact with District 1, North Region employees, and other Caltrans personnel. Contact with members of the local community as well as the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time and/or using a computer, keyboard, and monitor. Incumbent will be required to possess manual dexterity; perform bending, stooping, and kneeling. The ability to move material of up to 20 pounds may be required. Job duties may require employee to have a sustained mental activity needed for problem solving, analysis, and reasoning. Incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Incumbent will be expected to exercise a high degree of initiative and independence in performing assignments. Incumbent will represent the Department in public situations, and at all times will be required

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to present themselves in a courteous professional manner. Must be polite, patient and able to deal effectively and tactfully with Caltrans' personnel, members of the local community and the public.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Travel may be required. Incumbent may be required to drive to Small Businesses for on-site review. Possession of a Driver's License is desired.

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)

Santa R. Finney

SUPERVISOR (Signature)

DATE