

01-5-065

**POSITION DUTY STATEMENT**

PM-0024 (REV 06/2013)

CLASSIFICATION TITLE Staff Services Analyst (SSA)	OFFICE/BRANCH/SECTION District 1 Maintenance Division, Region Office	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 901-630-5157-XXX	EFFECTIVE DATE XX XX XXXX

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:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.)

Under the general supervision of a Maintenance Manager I, incumbent will be responsible for some clerical and all analytical work for two Caltrans Maintenance Superintendents Areas. Incumbent will be working with HQ, District staff, and field staff on a daily basis and must be able to maintain positive working relationships.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)†	Job Description
45% (E)	Processes Requisitions (RQS) which includes analyzing and auditing the purchase document, checking for contract pricing and making necessary corrections, analyze Bid Quote Work Sheet for accuracy, ensure the requisition document package is complete including copies of the contract, price schedule, alternate cost and locations. Purchase Orders (PO's) ensure accuracy and distribute to the appropriate staff. Analyze, submit and track in AMS Advantage Travel Advances. Analyzes, checks for accuracy, ensure policy compliance, and makes sure that all invoices, MARS, TEC's, ADM 1415 (Purchase Request) are accurate and completed along with back up documentation. Analyzes, ensures proper recording, ensure policy compliance (DPAC, Travel Unit) and tracks billing notices which are forwarded to HQ by reviewing all documents. Processes Receiver Record (RC) in Advantage for payment of materials received, records all expenditures for materials, and verifies all payments are processed. Disencumbers PO's upon expiration or depletion of funds.
35% (E)	Provides recycling trends and data to Caltrans personnel and programs to increase the districts recycling opportunities and future recycling possibilities. Collects information from various cost centers on all recycled and scrap materials to verify consistence throughout the region. Makes recommendations to Management on increasing recycling activities in areas trending below average. Track the material recycled and work with HQ Accounting to ensure reimbursements from vendors has been applied to the correct divisions. Provides reports to Caltrans Contract Manager over local service contracts on the payments received and payments pending for all divisions, as it relates to the collection of recyclable materials and regulated waste.
15% (E)	The incumbent will implement all Policy Directives and Manuals to the district staff, analyze and have good understanding of Policy Directives and Manuals and communicate them to the entire District staff.
5% (M)	Maintain all historical data: spreadsheets and invoices as it relates to the Districts recycling of scrap materials for accounting and future projection purposes.

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PM-0924 (REV 08/2013)

**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.

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### **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise.

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### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Must be able to work successfully both independently and as part of a team. Must be able to establish and maintain cooperative working relationships. Must be able to carry out assignments expeditiously and completely. Must collect, develop, categorize, maintain, and summarize information. Must be capable of creative, logical thinking and open to new or different ideas and opinions. Strong computer skills, particularly in Excel, are required. Incumbent must be able to communicate clearly and effectively both verbally and in writing and be able to handle sensitive financial concerns expeditiously and with a strong sense for customer service. Must be familiar with current department policies, organizational programs, and practices in business plans and program management.

**Analytical Requirements:** Ability to reason logically and creatively using various analytical techniques; present recommendations and alternatives to management in oral and written form; evaluate existing process and develop improvements; and identify problems and propose effective, efficient recommendations for resolution. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution, and make effective recommendations and proposals.

Knowledge of modern office methods and equipment and ability to maintain detailed and accurate records. Must have knowledge of a wide variety of manuals, MOU's, Policy Directives, etc., and ability to implement instructions.

Ability to perform difficult analytical work independently, follow directions, set priorities, meet deadlines, communicate effectively, both orally and in writing, apply laws and rules, evaluate information and take corrective action, use tact and good judgment in dealing with the public and other employees. Must already possess working knowledge of computers and software—specifically, Staff Central, WSVS, AMS-Advantage and Microsoft programs including Word and Excel.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The analyst plays an important role in the processing and management of the maintenance area and a growing budget. If responsibilities are not carried out in an expeditious and accurate manner, we risk inability to accomplish departmental goals and objectives. Faulty decisions will result in unnecessary work and expenditure of additional resources without guarantee of recouping losses.

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### **PUBLIC AND INTERNAL CONTACTS**

Generally, contact is with Region employees, District and North Region Office personnel and other State agencies, and inquiries from the public.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and monitor. They may also be required to lift heavy binders and/or papers. Must be adept at working closely with other employees and Supervisors.

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PM-0924 (REV 06/2013)

**WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under fluorescent lighting. This building is a modular unit with cubes close together. There could be distractions such as noise; others phone calls, employee discussions, etc.

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