

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>DISTRICT/DIVISION/OFFICE</b> 03 / Maintenance / Sutter-Sierra Region	
<b>WORKING TITLE</b> Caltrans Maintenance Region Purchasing Specialist	<b>POSITION NUMBER</b> 903-709-5157	<b>EFFECTIVE</b>

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 direction of the Regional Administrative Officer (RAO), the incumbent will be responsible for all procurement for the Sutter/Sierra Region, including material purchases for crews, maintaining and reconciling purchase records, property records and disposition of excess property. Will assist and support various office staff with functions such as Cal Card program, hiring support, training support, time keeping procedures, mail, filing, phones, various computer programs & duties associated with same, check distribution, emergency responses to public and field and support of RAO when needed. May act as backup for the Regional Administrative Officer (RAO). Must be able work any hours at any time in order to complete assignments and provide support to the Region functions.

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

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% (E)	Requests the acquisition of all materials, supplies, emergency orders, major equipment, non-expendable equipment, and furniture necessary to support the Region and crews. This includes determining proper method of purchase per State regulations, preparing drafts for purchase estimates with material specifications, contract delegation order requests, purchase requests, LREDP's, material adjustment reports, and receiving records. Requests price quotes from vendors, conducts bid openings, request product information, and works with vendors on delivery and receipt of special orders. Assures all acquisitions are correct, accounted for through the Region operating expense system (OET) and provide budget information to the Region Manager II and RAO for tracking Regions allocations and expenses.
20% (E)	Will maintain accurate records of all purchases, transactions and inventories for the Region. Monitor areas and compile reports as needed for the Region Manager II, the RAO and Area

<sup>1</sup> 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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## Superintendents.

- 10% (E) The incumbent will analyze reports and report to the RAO and Region Manager II regarding operational needs for budget purposes and future expenditures based on current spending trends.
- 10% (E) Will assist and support various office staff, as needed and requested, with functions such as the Region Cal Card program, hiring support, training support, time keeping support, mail, filing, phones, various computer programs & any duties associated with same, check distribution, emergency responses to public, field and support of the RAO when needed.
- 10% (E) Responsible for inputting data from the field and Region into the Regions operating expense-tracking system (OET). Must maintain integrity of all data input in order to provide correct and current reports of Region's expenditures and future spending needs. Assist the Superintendents with statistical information involving acquisition needs and trends.
- 10% (E) Will provide statistical support to the RAO and Region Manager in monitoring the Region's budget. Will keep the RAO updated on issues concerning assigned duties and advise of problem areas being elevated or that may be need to be elevated to complete Region business and job duties. May act as backup to the Regional Administrative Officer.

### ***SUPERVISION EXERCISED OVER OTHERS***

May backup the Regional Administrative Officer (RAO), at times may be responsible for the operation of the Region Office and it's staff, maintaining set office policies and reporting back to the RAO concerning operations during the RAO's absence. During emergencies, the incumbent must be able to analyze problems and make appropriate decisions, as well as organize and direct the work of others effectively. Must be able to communicate effectively at all levels including during highway emergencies.

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

Knowledge of materials, methods, tools, and equipment used in highway maintenance; the Maintenance Management System, rules, regulations and procedures for the procurement of materials, goods, and services; rules and regulations of personnel administration and accounting; and principles of effective supervision and personnel practices. Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business.

Ability to act as lead and direct the work of others.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information; make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Errors may endanger State workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could result in lawsuits.

**PUBLIC AND INTERNAL CONTACTS**

Contact by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning all areas of procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, and develop and maintain effective working relationships.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Must be able to work long hours under sometime severe conditions.

**WORK ENVIRONMENT**

This position may require some travel throughout the assigned area, in addition to occasional travel to other parts of the District and elsewhere in the State. Emergency response and work at night and weekends may be required as needed.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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 with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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