

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION 03/709 Sutter/Sierra Region	
WORKING TITLE Region Support Analyst	POSITION NUMBER 903-709-5157-xxx	EFFECTIVE DATE

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 Staff Services Manager I, the incumbent is responsible for assisting the Regions Contract Manager; providing administrative and analytical support by initiating and monitor recruitment and advertising tasks. Incumbent will be responsible for working with the field supervisors and superintendents on obtaining and compiling exam plans, and coordinating new employee orientation with the District Personnel Liaison. The incumbent will work with the field supervisors reviewing and maintaining all applications meet screening criteria. Incumbent will work the ODCAST Division in initiating return to work drug tests. The Incumbent work as the regions Post & Bid Coordinator. Will assist and perform as back up to Region staff on various duties.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	The incumbent will assist the Regions Contract Manager with analyzing, evaluating, writing and monitoring the regions contracts. Perform administrative tasks ranging from requesting contract services to authorizing final payment for satisfactorily completed services to maintaining contract documentation. Will do research on reports provided by Headquarters Maintenance, Accounting, DPAC and the District Budgets office to analyze and resolve contract budget and accounting issues to ensure compliance measures are met within budget capacity. Assist in writing and renewing contracts that are existing and/or new and closing out contracts when appropriate, including disencumbering of funds and final payment of invoices.
30% E	Responsible for the Sutter/Sierra's Region's hiring including winter operation; preparation of PARF and Appointment Requests; Regions Post & Bid Coordinator; coordinating with the District office hiring analyst for PARF information, budget approval and management signatures; work with headquarters human resources on hiring employees; working with Supervisors in developing and maintaining duty statements, screening criteria's, VPOS advertisements and local organization charts; set up all interviews and creating interview packets for panel members that include preparation and evaluation of interview questions; coordinate new employee orientation with district personnel. Assist SSM1 by handling district and/or headquarters projects related to surveying and reporting status on Region's position(s)/vacancies. Will keep the SSM1 updated on issues concerning assigned duties and advise of problem areas being elevated or that may need to be elevated to complete Region business and job duties.
10% E	The incumbent will work with the ODCAST Division, also known as Health and Safety Management Services and schedule pre-employment tests drug tests. Will coordinate drug and medical physicals. Will track hires/vacancies for Region, maintain accurate records of all personnel transactions, including the various stages of a PARF, before the vacancy is filled and assure that accurate personnel reports are available to SSM1 and Region Manager.
5% E	Will provide statistical support and report to the SSM1 and Region Manager II regarding operational needs for budget purposes and future staffing needs based on current spending trends;utilizing microsoft programs including excel to review, analyze and input/export information into spreadsheets and reports.
5% M	Will assist and support various office staff as needed and requested, with functions such as purchasing,Cal Card,answering phones,filing,opening/delivering mail and maintaining office equipment, respond to public inquiries.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of hiring methods, tools and equipment used in highway maintenance; experience working in a Region or field office; 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; procedures and policies. Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written communication. Must have basic computer experience and knowledge working in microsoft word, excel, powerpoint, etc., Must understand and use computer systems in the conduct of official business.

Ability to work effectively alone and/or with others of all levels.

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may cause 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 and loss of money to the department.

PUBLIC AND INTERNAL CONTACTS

Communicate by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning all areas of job related duties. Has daily contact with subordinates and co-workers, frequently regarding confidential and sensitive issues. Is required to project a professional and business like image, and develop and maintain effective working relationships. Maintain good working relationships with Supervisors, Superintendents, Region Staff as well as District and Statewide contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a keyboard and video display terminal. Will be involved with sustained mental activity needed for analysis, reasoning and problem solving. Must be able to develop cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally.

WORK ENVIRONMENT

Work will be performed in a climate-controlled office under artificial light. Must be able to work independently and in groups. Must be able to work with a great deal of distractions and maintain a level of professionalism.

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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
