

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>DISTRICT/DIVISION/OFFICE</b> 04/Construction/Field Facilities	
<b>WORKING TITLE</b> Construction Field Facilities Coordinator	<b>POSITION NUMBER</b> 904-501-5157-XXX	<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 regularly and on time; 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 supervision of a Staff Services Manager I, the incumbent will plan, organize and manage all field facility operations for District 4-Division of Construction, performing the more responsible, varied and complex technical analytical assignments along with continually providing consultative services to management or other stakeholders. This position is differentiated from the Facilities Building Operation duties as it also involves setting up construction offices from beginning to end. As a full journey level analyst, the incumbent will be a subject-matter generalist who must provide total analysis as it relates to the Construction Program for the nine counties in the San Francisco Bay Area and serving more than twenty Construction offices. This position does not supervise but acts as lead worker in the unit. Occasional travel may require an overnight stay due to training purposes. Duties of the position include, but are not limited to:

***TYPICAL DUTIES:***

Percentage	Job Description
Essential (E)	
Marginal (M)	

30% (E)	<p><b>Pre-Leasing:</b> The incumbent in coordination with upper management including the Division Chief, Construction Manager and Senior will determine location and property needs for field staff based on future and ongoing construction projects. This position will provide technical advice and recommendation regarding the viability of using leased commercial buildings or trailers for use as Resident Engineer (RE) office. Incumbent will work with the District Right of Way Property Management Coordinator and private property owners and/or managers in obtaining the RE office. During this phase, incumbent will make analytical decisions and evaluate problems, coordinate with real estate and property agents, offer routine relocation and moving assistance and provide property agents with divisional lease requirements. Inspect potential property to determine their suitability for meeting standards of decent, safe, and sanitary conditions in accordance with applicable State and Federal regulations.</p>
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**Leasing:** Serves as the primary Construction representative in negotiating the contract terms— lease period, space requirements, total lease payments (including yearly percentage increases) and tenant improvements. These tasks are vital in obtaining an acceptable lease agreement for the State of California. In coordination with District Right of Way, Information Technology (IT), and private property owners; the incumbent outlines specific divisional requirements and scope of work for the property lease agreements. This includes providing necessary parties with specifications for build-outs, cubicle layout, computer networking and telecommunications. Before execution of a lease, incumbent ensures all tenant improvements are completed as set forth in the leasing agreement. Upon completion of the tenant improvements the incumbent arranges the moving of employees into the field offices using appropriate moving services. Upon execution of the lease, the incumbent ensures monthly lease payments are processed in the AMS Advantage Accounting System and determines proper funding accounts. Creates encumbrances for various contractual agreements as well as Miscellaneous Vendor Advances (MGAX) and Requisitions (RQS). Incumbent must continually coordinate with the private property managers to resolve all problems that occur within the leased facility.

**Post-Lease:** Before lease agreements expire, incumbent will work with a Senior or Construction Manager in determining viable building locations for staff to move depending on the location of future construction projects. This phase occurs if the lease agreement will not be renewed.

- 25% (E) Incumbent initiates and manages multi-thousand dollar contracts with vendors such as: janitorial service, pest control, garbage disposal and security services. Must use appropriate procurement methods, including usage of assigned Cal Card and creating contracts, to purchase goods and services related to facilities management. Incumbent may be required to visit vendors to obtain bids and gather information necessary for the execution of a contract. A scope of work will be created by the incumbent during this task. All services mentioned are used at more than twenty leased properties throughout the Bay Area and two State owned buildings in San Jose (Knox Ave.) and Richmond (Regatta Blvd.).
- 20% (E) Incumbent acts as the lead worker over the unit by providing the following support services to the District 4 Division of Construction: Field Facilities, Inventory Control, Procurement, Telecommunications and IT Support. Trains new field Facilities Coordinator personnel and updates unit staff. Reviews and ensures accuracy of all leases and all facilities service contracts before approval by the unit's manager.
- 20% (E) Incumbent will maintain an accounting on the status of all field facilities managed by the Division of Construction. This includes lease information, costs, and dates of renewals or terminations, main contacts for the facilities, locations, and space dimensions. Will research and write detailed reports concerning any potential cost savings to the state on all facilities maintained.
- 5% (M) Attend training as required. Incumbent may perform other duties within the scope of the unit as required.

***SUPERVISION EXERCISED OVER OTHERS:***

This position acts as a lead worker over the Field Facilities, Inventory Control & Procurement and IT Support unit staff. Will provide expertise to new Facilities Coordinators for training needs. This position does not supervise other employees.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:***

Knowledge of: General real estate concepts, general contractor practices, knowledge of terminology used in a legal context, principles and trends of public and business administration, organization and management; analytical techniques; effective oral and written communication techniques; District and Departmental policies, State Administrative Manual, and a large and exacting body of leasing rules and regulations. Comprehensive understanding of and an ability to apply laws and regulations relating to property management activities, Must be able to become proficient in the use of Microsoft Office Suite (including Word, Excel, Access and Visio), Department's Accounting System (AMS Advantage) and other state computer systems.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others and act as team leader; and appear before District management and other committees. These abilities will allow incumbent to analyze data and situations; identify and solve problems; reason logically and draw valid conclusions; develop effective solutions; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement Departmental policy; be resourceful in independently researching and using processes available to meet program objectives; and be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must be able to evaluate budget constraints and policies, Division, District and Departmental policies, and be able to recommend optimum use of the operating budget. Will be required to review, analyze and compare performance data and specifications of a technical nature to insure that any decisions or processes will meet the needs of the Division of Construction.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:***

Errors in the analysis of facilities arising in the areas of responsibility, preparation of reports, documents, and

correspondence could result in misdirected staff work, significant cost overrun, and substantial project delivery delay.

***PUBLIC AND INTERNAL CONTACTS:***

This position will have extensive contact with all levels of employees in various internal Division and Departmental functions, other State agencies, and public and private entities.

***WORK ENVIRONMENT:***

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel on occasion.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

***PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS:***

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; acknowledge the various responses and act independently with open-mindedness and flexibility. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

**SPECIAL PERSONAL REQUIREMENTS**

Demonstrated ability to act independently, be open-minded, flexible and tactful.

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I have read and understand the duties listed above and can perform them with  without  reasonable accommodation.

**If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concern with the Reasonable Accommodation Coordinator.**

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EMPLOYEE

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DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR

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DATE