

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE 04/Administration/Budgets	
WORKING TITLE Position Control Analyst	POSITION NUMBER 904-031-5157-	EFFECTIVE 10/01/2009

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 JOB ASSIGNMENT

In the Resource Allocation Branch, under the general direction of a Staff Services Manager I, the Staff Services Analyst (SSA) is responsible for the administration of the District's Position Control and Persons On Board processes. In performing the following duties, the incumbent will be receiving request for filling positions; analyzing and researching the District's staffing plan to determine the appropriateness of filling the positions, assigning position control number; maintaining databases and documenting changes of the position control numbers; analyzing records and reports and taking appropriate action to ensure that position numbers, PY's and Personal Services dollars are not forfeited in accordance with Department of Finance Budget Letter requirements.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
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50%(E)	Analyze the availability of positions by vacancy dates in the District's Staff Plan. Using applicable laws and rules, Department/District policies, procedures and any other applicable factors the SSA determines if a vacancy can be filled and assigns a position for reclassification or backfill as appropriate. The SSA reviews request to fill and backfill positions within the District. The SSA determines if a Division/Office has the required allocation in the classification/SCO Unit to allow the transaction. The SSA can proceed with processing the request or contact the Office Chief/Supervisor if the transaction requires an allocation change. Along with the Staff Services Manger I, the SSA will attend meetings with Office Chiefs/Supervisors to discuss staffing plan adjustments and offer options for re-classing positions. Researches and review position number changes in the District's Vacant Position Listing. The SSA documents changes to the Position Management Report, such as new position numbers and reclassification activities, as well as documenting transaction into the Position Control database. If a transaction is made incorrectly or not documented the District could loss position(s), PYs and Personnel Services dollars. At the direction of the Staff
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Services Manager I, the SSA contacts Office Chiefs/ Supervisors and other District management staff to correct documents involved in position management or gives options to requests. Uses the Position Control database to analyze information from the attrition and hiring reports as it relates to position vacancies and staffing levels, recommending to Office Chiefs/Supervisors and taking the actions necessary to ensure the protection of District positions and Personnel Services dollars. Inaccurate tracking of position numbers could result in the loss of positions and Personal Services dollars.

- 30%(E) The SSA reviews and is responsible for maintaining up-to-date, accurate employee and staffing plan information. The SSA assists the Staff Services Manger II/Staff Services Manger I with the analysis necessary to manage positions for a District with over 3,500 positions. The position researches assigned discrepancy, and completes written documentation of any required changes. The changes are reviewed and approved by the Staff Services Manger I before implementation or forwarding changes to Headquarters. Develops reports as requested for District management, detailing such information as filled positions, personnel transactions in process, and vacancies. The data compiled in these reports are used by the District's Programs and Headquarters Program for workload projections. Incorrect information or data could results in lower position allocations for the District and a loss of Personnel Services dollars. Weekly analyses of the data in the District's Staffing plan to provide the Deputy District Directors and District Office Chiefs with bi-weekly POBE Report. The information detailed in this report is used by the Deputy District Directors, District Office Chiefs and other District management staff to monitor the Divisions' staffing levels. This data is also used for the movement of positions from Division to Division and office to office in determining workload to staffing levels for District re-organization plans. Incorrect data can result in divisions or offices losing positions and staff.
- 10%(M) The SSA may negotiate with Office Chiefs for re-classification and movement of allocations within divisions. Consults with office chief/supervisor of non-compliant proposals for alternatives and makes recommendations. Collaborates in formulating and applying an appropriate resolution.
- 10%(M) The SSA is responsible for reviewing District's monthly PTAS reports related to Program funding. Confirms that all vacant positions have been placed on the District's Vacancy Listing Report and all the appropriate substantiation had been provided. The information contained in these reports is used by the District's Director in meetings with the Department's Director for planning future projects and staffing. Incorrect information can results in project delivery delays or project cost overruns. Completes other special reports as requested by District Management and Headquarters Management.

SUPERVISION EXERCISED OVER OTHERS

This position will not have supervisory responsibilities.

SUPERVISION RECEIVED

Under the direct supervision of a Staff Services Manager I, incumbent performs the technical functions described above. Department and State Policy will also guide the incumbent in all areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The incumbent must know and understand the District organization and be capable of working with employees at all levels in connection with obtaining information on staffing organization and needs; must have familiarity with the Department budgeting process as it relates to position allocation and control; must be capable of performing the duties of the position under often stressful, tight time frame situations; must have the ability to use a personal computer as a major portion of the work is computer based, compiling and preparing vacancy reports, POB reports, statistical information, etc; and must be capable of analyzing data and recommending appropriate decisions.

ANALYTICAL REQUIREMENTS

The duties of this position involve analytical acumen. Discussion as stated in Typical Duties and Consequence of Errors indicates the absolute need for analytical ability. Analysis is the key to developing alternatives for workload shifting and adjusting priorities to a given allocation, etc. The analyst must refer to and maintain a balance between work effort and production in order for the district to meet its goals and objectives.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent will provide technical assistance to office chiefs, supervisors and administrative liaisons on a day to day basis. Information provided by the incumbent must be accurate, as it is critical in providing management the ability to forecast hiring needs in order to fulfill program demands. Recommendations will be made regarding position control and staffing plan decisions. In a District as large as District 4, the magnitude of position control work is quite extensive. Unchecked errors in decisions or analysis of data could result in the loss of positions and Personal Services dollars, affecting the District's ability to meet program commitments.

PUBLIC AND INTERNAL CONTACTS

This position has no public contact; however, internal contacts are quite extensive. Constant liaison with HQ Administrative Service Center personnel, as well as District Division staff, is imperative. Duties interface with HQ Budgets on a constant basis and must be in concert with District and budgetary goals.

