

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst/General (SSA)	OFFICE/BRANCH/SECTION 04/Maintenance-Southwest Region	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 904-730-5157-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 direction of the Region Manager, Southwest Region, a Maintenance Manager II and lead direction from both the South Manager and West Manager, both whom are Caltrans Maintenance Manager I, the Staff Services Analyst provides technical expertise in a wide variety of administrative activities within two Maintenance Region Offices. The incumbent will perform tasks of average difficulty related to, technical analytical staff services, recommends and participates in the administrative business management, fiscal and public information policy and is responsible for administrative support and analyst functions within both Maintenance Region Offices. Incumbent will use data from several databases, including but not limited to AMS Advantage, Staff Central and IMMS to track expenditures, maintenance program activities, qualified contractors as well as various service contracts and MOUs. Incumbent will monitor and manage contract invoicing, develop and maintain spreadsheets or databases for real time monitoring purposes. Reviews/analyzes organizational concepts and classification changes, consults and makes recommendations to District Office and /or Administrative Service Center. Incumbent will compile results and provide written reports and presentations to management. Provide monthly, annual and fiscal budgetary and personnel reports. Additionally incumbent will coordinate and facilitate meetings. Specific Duties include but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Researches, analyzes and develops Service, Emergency Rental Equipment, Emergency Force Account, Emergency Limited Bid, Emergency Minor B, Architectural Engineering and all other contracts. Manage and monitor vendor invoicing. Functioning in this capacity as a contract manager to develop, oversee and administer contracts for the Maintenance Division, assisting other Contract Managers by preparing and providing contract strategies and makes recommendations of ongoing contract budget status, coordination of annual contract process with various service providers and provide regular and ongoing reporting to management of current and past fiscal year contract budget status.
40% E	Reviews and analyzes organizational and classification proposals to ensure that such proposals comply with Human Resource policy and procedural requirements. The incumbent independently researches, analyzes and advises management on impact of proposed organizational changes and its operational impact on the Maintenance Division. Research and draft duty statements and hiring documents. Prepares strategies and proposals in various presentation formats for classification and organizational changes required by changing personnel resources, operational demands and maintaining appropriate ratios.
10% E	Responsible for managing and tracking Region training needs. Develop training proposals, review field training requests to ensure compliance with departmental training policies and regulations, provides orientation training packages for field personnel, prepares training guidelines for on the job training. Monitors and tracks the ODCAST Pull Notice Program for all employees. Monitors the TOPPS CDL Licensing Program for compliance and schedules necessary medical exams.

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5%	E	Independently develops and prepares material purchase orders for maintenance and facility operations. Independently reviews and analyzes Region budget expenditures, provide expenditure projections for potential overruns and shortfalls in various formats and recommends corrective actions to the Caltrans Maintenance Managers and ensures inclusion of certified small business vendors and contractors to meet departmental goals
5%	M	Assists and supports various office staff, as needed and/or requested, supports maintenance management when needed and any other duties associated with administrative support in a lead capacity.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise. 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 in a lead capacity. Incumbent must be able to communicate effectively at all levels, including during highway emergencies.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles, practices and trends of public and business administration, management, and supportive staff services. Budgeting, personnel, and management analysis. Government functions and organization methods and techniques of effective conference leadership. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems. Develop and evaluate alternatives. Analyze data and present ideas and information effectively both orally and written. Consult with and advise administrators or other 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, act as a team or conference leader. Appear before legislative and/or other committees.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes routine decisions pertinent to his phase of responsibility; error in judgment could have very serious fiscal and liability consequences.

PUBLIC AND INTERNAL CONTACTS

Public contacts will be by telephone primarily, also letter and in person; from private citizens, State employees, other agencies, representatives of City and County, Police and Maintenance Departments; utility companies; regarding complaints, billing inquiries, use of materials, etc. Internal contacts will be by telephone, letter and in person, from Maintenance, Administrative, Traffic, Construction and Accounting Personnel. Has daily contact with management, subordinates and co-workers. Incumbent is required to project a professional and businesslike manner, and develop and maintain effective working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be physically capable of utilizing writing instruments. Incumbent may be required to lift, bend, kneel, reach, push, pull, sit and stand for long periods of time, during the performance of their duties.
Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide and end product that is safe and usable. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.
Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

The incumbent may/will be exposed to long exposure to computers, various lighting conditions, stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies and procedures. The incumbent must be willing to work odd hours, nights and weekends if necessary.

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

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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