

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION 05/Maintenance and Operations	
WORKING TITLE Region Purchasing Coordinator	POSITION NUMBER 905-600-5157-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 a Staff Services Manager I in the Division of Maintenance and Ops, the employee performs a broad range of analytical, technical and complex purchasing, contract, budget and human resources functions for the Region Offices, District 5.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Analyze and process a wide range of purchase requests for commodities for the Region Offices such as equipment, materials, office supplies, subscriptions, and publications. Prepare solicitations, evaluate price quotes, make awards and write Purchasing Authority Purchase Orders (Std. 65). Apply various acquisition methods (i.e. Statewide contract, Leverage Procurement Agreement, State Price Schedule, Delegated Purchasing Authority, etc.) and bidder's preferences. Obtain internal and external approvals of acquisitions. Accomplish tasks in accordance with all applicable statutes, the State Contracting Manual (Vol 2), the Caltrans Acquisitions Manual, the purchasing delegation from Department of General Services (DGS), and the State Administrative Manual. Distribute completed purchase orders and retain purchasing files and required documents as necessary for required reports and post-audit review.
25%	E	Assist in the performance of a variety of consultative and analytical staff services for the Region Offices such as forms and records management, writing and executing service contracts. Assist in analysis of work products to evaluate and obtain the appropriate approvals and documentation required. Initiate contract proposals, bid invitations and advertisements. Gather proposals, monitor the selection process, and correspond with bidders once selections are made. Write contracts and requisition requests, secure contractor's signature, secure internal approvals, prepare transmittal, monitor process through department and control agencies to final approval and execution under the Contract Delegation Purchase Orders. Interview requesters and analyze pertinent data to ensure requested contracts are appropriate and in compliance with Labor Relations. Manage and maintain service contract requests using AMS Advantage. Evaluate and monitor all encumbrances, and disencumber unnecessary contracts and purchases. Prepare and analyze budget expenditure reports for the Region.
20%	E	Operate personal computer working with programs of IMMS, EFIS, and Staff Central. Assist in preparation of personnel reports and forms. Prepare Material Adjustment Reports MAR's and Receiving Records in EFIS. Audit RQS Purchase Requests for compliance and accuracy. Review and process all documents for ordering and transfer information into EFIS. Work with IMMS to verify and validate Accident Logs. Assists supervisors in processing all personal injury and accident documents.
5%	M	Other duties as assigned.

<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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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to analyze and interpret policies and agreements, and be able to develop and implement new and revised procedures; maintain accurate records; take action independently. Must have the ability to work closely and effectively with others and be able to communicate clearly, both orally and in writing, as well as, have the ability to research, analyze and compile information into comprehensive and complete reports.

Must work cooperatively and develop good working relationships with other District staff, Central Region Headquarters and vendors; have the ability to make logical decisions, communicate effectively both orally and in writing,

- The incumbent should possess excellent mathematical and writing skills.
  - Ability to plan, organize and prioritize work independently with minimum supervision.
  - Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to the public.
  - The incumbent should possess ability to work on a keyboard, utilize computer programs such as Microsoft Word, Excel and Access to their full capacity.
  - Must have knowledge and experience, or the ability to learn and use several on-line and personal computer programs such as: AMS Advantage, info Advantage, Intergraded Maintenance Management Systems, as well as Department of General Services statewide purchasing network .
  - Ability to provide quality customer service to Department staff, management and outside consultants.
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The inappropriate use or over-expenditure of allocated resources could result in an illegal obligation and or expenditure of funds requiring the need for the Department to make an explanation to the Department of Finance and the State Legislature. Errors could cause delays in providing the public with timely highway improvements.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with all levels of District and Headquarters staff in various divisions as well as vendors.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings both day and evening. The incumbent may be required to move medium sized boxes of materials and packages from one location to another. Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude. Must have the ability to focus and concentrate for long periods of time. Must quickly grasp new information and comprehend technical policy and procedural documents. Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE