

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>OFFICE/BRANCH/SECTION</b> Central Region Construction 500, District #906	
<b>WORKING TITLE</b> <u>Central Region Construction</u> <u>Vehicle/Cell Coordinator</u>	<b>POSITION NUMBER</b> <u>906- 500- 5157-XXX</u>	<b>EFFECTIVE DATE</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 as scheduled; 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 supervision of a Senior Transportation Engineer, Incumbent performs a variety of analytical administrative duties to provide customer service to Central Region Construction Field Staff regarding vehicle fleet support, telecommunications, and other related support services.

**TYPICAL DUTIES:**

Percentage  
E=Essential  
M=Marginal

35% (E) As the Central Region Coordinator, the incumbent analyzes usage data and project workload data necessary to develop the annual Central Region Capital Outlay Support Vehicle Staffing Plans. These plans are needed to project vehicle needs and shortages during the construction season. Assigns, monitors and tracks over 500 vehicles assigned to field offices throughout Central Region. Coordinates with all Shops in Central Region on vehicle assignments to ensure preventive maintenance is scheduled. Also provides support to Structures Construction for vehicle assignment for Structures staff working within Central Region.

Responsible for the Central Region Construction short-term leased vehicle program. Incumbent submits short-term vehicle rental requests to the Central Region Capital Program Fleet Manager. Coordinates with State contracted rental agencies to acquire leased vehicles. Tracks vehicle usage, reviews and approves leased vehicle invoices to ensure charges are accurate before submitting for payment. Acquires, assigns, monitors and audits fuel-cards for

compliance with SAM manual. Inputs, exports, maintains and extracts reports based on vehicle information in the Central Region Construction database.

Analyzes and identifies under-utilized vehicles and develops a vehicle rotation schedule to ensure compliance with established vehicle utilization standards. Utilizes and disseminates policy/instruction to users regarding official use and maintenance of State assigned vehicles.

- 30% (E) Provide telecommunication coordination services (Telecommunications Coordinator) geographically for Central Region Construction including, but not limited to: identifying needs, tracking, distributing, coordinating repairs, adjustments, issuing and relocation of cell phones.
- Reviews, audits, and analyzes cell phone bills for appropriate charges. Monitors, tracks, and coordinates with Construction personnel for proper project charging regarding cell phones. Reconcile monthly cell phone billing statement against the Construction cell phone database. Prepare Quarterly Reports for Central Region Construction and Headquarters with regards to cell phone equipment and usage. Coordinates with the Central Region ATR (Agency Telephone Representative – Chief of Construction Support Unit or delegate) for new cell phone service, transfer of numbers, and cell phone activation.
- Coordinate land line telephone and data circuit requests with the ATR in Central Region, including new or transfer of land line telephone and data circuit service for new or relocation of Construction staff.

- 20% (E) Analyze, design, develop and maintain computer database tables such as Access, specialized queries and monthly reports for Cell Phones, State & Leased Vehicle Fleet, Home Storage Permits, Equipment and Voyager Card data in order to provide short term and long term demand and usage plans, collect and provide summary data of the Central Region (Districts 5, 6, 9, & 10) Management, Headquarters, Construction staff, and other functional units. Monitor, coordinate, track and maintain accurate information on the Central Region Intranet website and database.

- 5% (E) Review and audit the Weekly Statement of Working Days (WSWD) for received from the Construction Field Offices of the Central Region to ensure accuracy. Verify that calculations for the first working day are correct, that working days are charged appropriately, and that the number of working days left in the contract are accurate. Notify Resident Engineers on errors are found and recommend solutions. Assist new Resident Engineers and Office Engineers in preparing WSWDs.

- 5% (E) Perform general construction Office Engineer duties relating to administration of contracts. Process data sheets, special provisions, proposals, execution of contracts, addendums, and contract award summary packages. Assists Estimate staff with award and approval information. Distributes contract award summary packages to Field Offices. Create project binders, set up and

maintain files and records, and input project data, information, and milestone dates accurately into the workload database.

5% (M) Develop systems and methods to monitor, coordinate, track and maintain Archiving Construction Project Records. Assist in record management which includes setting up and maintaining records, within the Central Region and filing correspondences. Assist in other related support functions including opening and distributing mail and answer phones.

#### **SUPERVISION EXERCISED OVER OTHERS**

None.

#### **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Principles of modern methods of public and business administration including organization, knowledge of modern office methods and procedures, modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation.

Knowledge of Microsoft Excel, Access, and Microsoft Word required. Must have knowledge of contract change orders.

Must be able to communicate effectively in both verbal and written form. Ability to read and write English at a level required for successful job performance. Must have a good command of Business English and the ability to spell accurately.

Must be able to operate and understand various office machines including personal computers.

Must be able to determine the priority to be given all documents, interpret problems and questions.

Ability to reason logically and creatively, consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and reviewed methods and procedures; establish and maintain cooperative working relationships; demonstrate the capacity for assuming increasing administrative responsibility. Must have excellent organizational skills, to research and organize information; to communicate effectively and deal tactfully with other staff, contractors and the public; must be able to function effectively under pressure of deadlines. Ability to perform professional-level administrative work. Must manage and organize their time to meet work commitments on a daily basis. With the ability to recognize the need for managing time effectively and contacting their supervisor for any assistance needed to accomplish tasks.

#### **CONSEQUENCE OF ERROR**

Failure to understand and failure to incorporate appropriate standards, requirements and policies may result in expensive waste of time, may cause additional work, subvert State to liability, missed deadlines, and budget issues. Errors related to vehicle management could result in improperly assigned vehicles, loss of vehicles, and loss of funds, underutilized and

unnecessary leased vehicle costs and improper charges. Errors in judgment when dealing with contractors could complicate contract issues; errors in dealing with the public could result in a poor public image for the Department.

## **PUBLIC AND INTERNAL CONTACTS**

Contact with Department staff, technical/professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects. Incumbent has frequent contact with Region staff and the public; sensitive phones contact with contractor's staff and occasional phone contact with Headquarters' staff.

## **WORK ENVIRONMENT**

While at the office employees will normally 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. Travel may be required. Vacations may be restricted during peak times. Overtime may be required. Use of computers and other various office equipment is required. Job may have exposure to chemicals, equipment, machinery, dust, heat, cold, and other indoor conditions. The chemicals applicant would be exposed to would be toner cartridges and other various office equipment/supplies that contain various chemicals. The "Box Car" where the archiving is completed is not air-conditioned and can have an environment of stagnant air.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

## **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Ability to work on a keyboard; manual dexterity; sitting for long periods of time; develop and maintain cooperative relationships; ability to focus for long periods of time. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required. Must be able to transport variety of objects that are less or equal to 20 pounds on occasion.

Occasional travel may be required. Overtime and/or flexible hours may be required. Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, and adept to changes in priorities, and complete task or projects with short notice. Must be able to make good judgments and communicate effectively. Must be able to operate various office machines.

**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 (Signature)

DATE

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EMPLOYEE (Print)

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 (Signature)

DATE

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SUPERVISOR (Print)

DATE