STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 03/2006)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	06/Administration - Operations Support Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Operations Support Services- Staff Services Analyst	906-001-5393-	

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 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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS (INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS.) WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE (SUCH AS A DRIVERS' LICENSE.)

Under the general direction of the Chief, Operations Support Services Branch, A Staff Services Manager I, Incumbent will be responsible for a broad range of highly complex technical and statistical duties and is expected to consistently exercise a high degree of initiative and independence in performing assigned tasks. Duties include but is not limited to:

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)[1] Job Description

40% (E) Incumbent is responsible for administering the District6/Central Region Training Program. Includes coordinating the Annual Training Plan, preparing and monitoring the annual training budget, assessing and analyzing future training needs, coordinating and scheduling training classes. Explains the the training process to supervisors and line managers and assists in the development of individual training plans and organizational training objectives. Incumbent will apply realistic and creative action plan that will utilize all the training resources available to successfully train employees. Works with the capital budget liaison to ensure all Central Region and District employees receive the appropriate and required training.

30% (E) Incumbent will act as liaison between the District and Headquarters Training on all mandatory training including Sexual Harassment, Defensive Drivers Training, CPR, First Aid Training, Supervisors Workshop, etc. Conducts New Employee Orientations. Will input training session courses and manage the department's Learning Management System (LMS) within the Staff Central program to track and schedule training classes. Will be responsible for overseeing the supervisor approval process for enrolling students in training sessions, maintaining accurate waiting lists, ensuring employee training history is properly updated.

15% (E) As the District Recycling Program Coordinator will monitor and complete the Districts Annual Recycling Report. Manages and maintains a database of Hazardous Waste Activities on a weekly basis. Develops an Educational Program for all District 6 Staff relative to Hazardous Waste. Schedules and attends meetings with the District's recycling partners on new recycling methods, reports quarterly on issues relevant to the committee. Handles preparation and distribution of posters, notices for the collection of recycling materials. Makes detailed calculations of all recycled materials, and completes required forms required by the State Recycling Agencies.

15% (M) Coordinates Special Events and projects, including California State Employee Charitable Campaign, Diversity Disability Awareness Day, Kids Day and Safety Awareness. Work with and assist the project managers with committee meetings, room reservation and set up. Coordinates the District 6 Employee Recognition Effort. Works with Divisional contacts to ensure that 25 year and retirement awards are given timely. Helps divisional contacts to procure these awards and Superior Accomplishment Awards. Assist with processing District Awards such as Tranny or Excellence in Transportation Awards.

[1]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

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Will not supervise staff.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must possess the ability to prepare clear and concise reports, communicate effectively both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stress producing time periods, make timely decisions, prioritize critical program needs and excel in conflict resolution. Incumbent must have the ability to perform word processing, database and spreadsheet operations on a personal computer.

Incumbent must possess strong analytical skills with a special emphasis on accurate interpretation of information and ability to forecast probable events and expenditures. Strong work ethic and independent action are necessary to fulfill the requirements of this position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to exercise correct and timely decision making would adversely affect the delivery of the Central Region Capital Outlay Support consultant contract projects and put the District and Department in violation of both Federal and State regulation on the expenditure of funds. Sanctions could potentially be imposed or millions of Federal highway dollars could be lost.

PUBLIC AND INTERNAL CONTACTS

Incumbent is expected to develop and maintain positive and productive working relationships with personnel within the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time while using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships and respond appropriately, tactfully, and professionally. Employees may be subjected to high levels of stress related to project delivery.

WORK ENVIRONMENT

Work will be performed in a climate -controlled office under artificial light. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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)	DATE
EMPLOYEE	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR	DATE