

**CENTRAL REGION
CONSTRUCTION
STAFF SERVICES ANALYST
CONSULTANT/COZEEP COORDINATOR**

DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE Central Region – Construction	
WORKING TITLE Central Region Construction— Consultant/COZEEP Coordinator	POSITION NUMBER 906-500-5157-XXX	EFFECTIVE

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:

As a Staff Services Analyst, the incumbent will work under the general supervision of a Staff Services Manager I (Supervisory) of the Central Region Construction Division. The incumbent provides contract management support by developing, preparing and processing various contracts and contract documents under minimal direction. Duties include, but are not limited to:

DUTIES SHALL INCLUDE:

Percentage

Essential (E) / Marginal (M)

- 45% (E) Analyze, evaluate and monitors project resource needs for consultant inspectors, claims technical support and materials testing on Capital and Maintenance funded projects. Forecast and anticipate problems arising in resource allocation fund types, and identify and recommend solutions affecting resource needs to the Construction Senior Engineer and Construction Management. Incumbent is responsible for the Consultant Persons-on-Board database and for tracking, updating, and maintaining the hours, encumbrances, and

expenditures for each task order in the Central Region Construction consultant database. Incumbent generates and provides Consultant Services and Construction management with various allocation and resource reports.

- 25% (E) Using the AMS Advantage EFIS system, prepare purchase and contract requests, ensuring the use of correct coding. Review and verify invoices for accuracy. Prepare appropriate documentation to request for payment. Reconcile charging and dispute discrepancies, as needed. The incumbent will make purchases with CalCard, which includes reconciling the Statement of Accounts. This activity includes the understanding and knowledge of the CalCard manual, Acquisitions Manual, Department and Division purchasing policies, proper charging practices, such as the use of reporting codes and working with appropriate managers to correct any charging discrepancies. Using Microsoft Excel, develop and maintain spreadsheets of recording the purchase expenditures, and, exercising discretion, identify any potential areas of concern and recommend corrective action if necessary. Develop and submit a monthly report to Construction management.
- 25%(E) Analyzes, audits and reviews Construction Zone Enhanced Enforcement Program (COZEEP) records and time sheets submitted by the California Highway Patrol (CHP) and the project Resident Engineer. The COZEEP coordinator assists in the administration of the (COZEEP) contracts; prepares reports of COZEEP services on monthly basis and maintains COZEEP data on the server. Ensures that the data is current and correct for use by management. The incumbent is responsible for analyzing, reviewing and processing the billing for COZEEP. This will require review, analysis, maintenance, coordination, and preparation of documents related to administration of the COZEEP contracts with the CHP.
- 5% (M) Assists in the responsibility for identifying, coordinating and purchasing of the 25year/40 year, Retirement Service Awards and

Superior Accomplishment Awards for Central Region Construction. Responsibilities include notify employee, arranging for payment of award, and ensuring that award is received in a timely manner by employee.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of the various methods of the project development and contract management processes and how they interface with other units in the Central Region and Headquarters. The incumbent must have good command of English and strong communication abilities. The incumbent must also have the ability to perform word processing and spreadsheet operations on the personal computer. The incumbent must possess a sufficient level of accounting skills to enable them to provide an accurate view of the financial aspects of consultant contracts and to exercise sound judgement in the review of invoices and the preparation of receiving records and other financial monitoring activities.

Ability to analyze situations and problems that occur from consultant requests, Region personnel, Headquarters, and section staff. Must have understanding of contract unit responsibilities and direct these problems to the proper personnel for resolution. The incumbent is also required to be knowledgeable in current Department and Agency policies for contracting out work.

RESPONSIBILITY FOR DECISIONS - CONSEQUENCE OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect the delivery of specific and On-Call contracts. Failure to accurately monitor and report the expenditures of State and Federal funds could lead to inappropriate payments being made to the consultants.

