

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Central Region Construction 500, District #906	
WORKING TITLE Equipment and Property Coordinator	POSITION NUMBER 906-500-5157	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 supervision of the Staff Services Manager I, the incumbent will be responsible to research, prepare, and coordinate Central Region Construction's responses to various requests; manage the development of the Central Region Construction Materials Lab Testing Equipment and Property databases; research and prepare Central Region Construction's conference, seminar, and travel exemptions; monitors and tracks contractor submitted schedule of planned lane closures.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
20%	E	Research, prepare, and coordinate Central Region Construction's responses to various requests and exercises, (i.e. fleet, telecommunications, state vehicle parking, field office expenses) and provide detailed information to District, Division, and Department management. Coordinate activities, which may include but not limited to, records management and retention, copier/printer supplies, home storage permits, computer deployment, information technology and equipment/asset management, etc. Research and analyze projected project costs related to various quarterly and annual meetings. Examine and prepare division project expenditure reports for submittal to Construction and Central Region management to ensure compliance with Division and Department guidelines as required by the State Administrative Manual (SAM).
20%	E	Responsible for managing the development of the Central Region Construction Materials Lab Testing Equipment database. Works with the Division of Construction, Central Region Construction lab staff, and the Division of Procurement and Contracts to develop Scopes of Work, obtains bids and writes Service Contracts for the repair and maintenance of lab testing equipment. Tracks and analyses individual history of the testing equipment and makes recommendations to Construction management for replacing obsolete and aged equipment.
20%	E	Establishes and maintains, the Central Region Construction property database. Records the location of property; is responsible for recording the receipt of new property and for the proper marking of property; releases property to authorized units and individuals; informs employees receiving property of their responsibility and liability for it; provides direction concerning the care and movement of property; receives requests for and recommends transfers of property; conducts periodic inventories and inspections of property; investigates discrepancies in inventories and reconciles property records; prepares annual report of current property inventory to Construction Management; determines the condition and recommends proper disposition of property requiring repair, salvage, or disposal; prepares data to justify replacement or additional equipment; develops improvements in Construction property accounting procedures in accordance with departmental directives; provides instruction and training to staff in the methods of property accounting.
15%	E	Prepare and coordinates Central Region Construction's conference, seminar, and travel exemptions following current Department, Division, and Capital Outlay Support (COS) Program procedures and guidelines. Coordinates Construction's out-of-state and boarder state travel

**ADA Notice**

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- including the creation of the blanket list and the processing of trip requests. Coordinate and assist with the development of the annual COS travel plan. Responsible for registration and logistical coordination of Construction's conferences and seminars. This includes the understanding and knowledge of proper charging practices, such as the use of reporting codes and working with appropriate managers to correct any charging discrepancies. Prepare division response to various travel and conference requests and exercises providing detailed information to Construction management.
- 15% E Monitors and tracks contractor submitted schedule of planned lane closures and cancellations for Central Region Construction. Coordinates with Resident Engineers, District Traffic Managers, Traffic Management Centers, Traffic Management Teams, and the CHP in the Central Region to monitor all construction lane closures as required by Caltrans policy. Analyzes data and prepares weekly detailed Lane Closure Status Compliance reports to Construction management. Reports need to indicate the number of planned lane closures, cancellations, lane closings and openings, and compliance percentage for the week.
- 5% M Serves as the back-up for Cal-Card purchases and processing receiving record payments for the Central Region Construction Materials Lab. Research and assist management and staff regarding purchasing of goods, services, and proper coding of transactions. Assist with evaluating and prioritizing Materials Lab purchase requests. Assist with providing support to the Construction Management team, ensuring that all documentation is complete, filed, recorded and archived appropriately. Responsible to meet deadlines associated with purchasing and Cal-Card.
- 5% M Responsible for identifying, coordinating and purchasing of the 25-year/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.

<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.

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft Outlook. Must be able to use and understand personal computers.

Must be able to communicate effectively in both verbal and written form.

Must be able to organize and determine the priority to be given all documents. Interpret problems and questions. Ability to analyze and interpret management policies and/or directives. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Must be able to develop and maintain cooperative working relationships

Ability to read and write English at a level required for successful job performance.

Knowledge of: Principles of modern methods of public and business administration including organization, fiscal and personnel management, training and administrative analysis, principles and practices of general business management; budgetary procedures, modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation.

Ability to: Analyze administrative problems and adopt an effective course of action; reason logically and creatively,

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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; estimate and budget for future needs and cost of personnel and services; analyze data and present ideas and information effectively; demonstrate the capacity for assuming increasing administrative responsibility.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and failure to incorporate appropriate standards, requirements and policies may result in expensive waste of time, cause additional work, and possibly failure of project delivery. 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.

### PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, members of the public regarding construction projects. Has frequent contact with: Public, Resident Engineers; Office Engineers; Supervisors and Managers and their staff; and other branches, both District and Headquarters.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be frequent. Must be able to transport variety of objects that are less or equal to 20 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and video display terminal. Travel may be required.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

### WORK ENVIRONMENT

While at the office employees will normally work in a climate-controlled office under artificial lighting. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will need valid Driver's License and must be willing to drive various State Vehicles. 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 equipment, machinery, dust, and other indoor/outdoor conditions.

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.)

EMPLOYEE (Print)

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.

\_\_\_\_\_  
SUPERVISOR (Print)

\_\_\_\_\_  
SUPERVISOR (Signature)

\_\_\_\_\_  
DATE