

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES ANALYST	OFFICE/BRANCH/SECTION DIST 07 - EXTERNAL AFFAIRS	
WORKING TITLE STAFF SERVICES ANALYST	POSITION NUMBER 907-003-5157-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 supervision of a Staff Services Manager I, the incumbent will serve as a liaison to legislative members and staff in District 7. The incumbent will be the EFIS (Enterprise Resource Planning Financial infrastructure) Coordinator for the Division of External Affairs; ordering equipment, managing service contracts and supplies; property controller, and support resource monitor.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Assist executive management, and assist the Legislative unit in researching and analyzing complex and sensitive issues and prepares concise written reports that clearly identify legislative issues, with relevant background. Responds to inquiries from legislative members and staff regarding constituent issues related to the Department. Will research and analyze constituent issues, prepare and provide written correspondence to requesters. The incumbent will assist the Deputy District Director in closing out actions items of interest to the division, and coordinate cross-functionally and across divisions to ensure that issue of interest to HQ /district executive management and the legislature are resolved in a comprehensive and timely manner.
25%	E	As a Cal card holder, responsible for overseeing and processing Standard Requisitions (RQS) for the Division of External Affairs with access to EFIS when ordering and preparing invoices, accounting documents for contracts, and pay bills and credit card charges for the division. Maintains necessary files and or records for the unit. Must work with the Division's budget staff to be sure that all orders are within the division's funding levels and forecast future needs. Incumbent will represent the division at Resource Allocation and budget meetings, monitor and report on the division's support expenditures, and maintain property control records for the division.
20%	M	Responsible for updating Red Folders in the Governmental Affairs Correspondence Tracking System (GATS) legislative data base. Incumbent will identify the appropriate responding division, coordinate for a timely response, proofread, edit, and maintain the correspondence in the tracking system with backup documentation. Incumbent will identify opportunities for process improvement in the Red Folder process and develop materials for succession planning.
5%	M	Coordinator for the Memorial Signage Campaign. Responsible for completing the required paperwork, submitting work orders for permanent road signage placement, prepare work orders for mock signs through Graphics and assist with the final public ceremony preparations.

¹ESSENTIAL 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

The incumbent must have thorough knowledge and understanding of the formal and informal aspects of the legislative process. The incumbent must be sensitive to the political and personal needs of legislators regarding individual biases, constituents, and interest groups. The incumbent must be familiar with the political and sensitive legislative transportation issues facing the Department. The incumbent must be able to independently analyze complex issues

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and make recommendations regarding recommended positions on legislation.

The incumbent must have a thorough understanding of the Department's organizational structure and the relationships between various functions in Headquarters and the Districts and be knowledgeable of the Department's mission, goals, and programs.

The incumbent must have the ability to effectively coordinate with various levels of management and staff, both in person and through written and oral communication. Must have the ability to develop and maintain effective working relationships and work cooperatively with others and to respond to inquiries from Caltrans management and internal and external customers in a timely and effective manner.

The position requires excellent oral and written communication skills. The incumbent must have the ability to communicate effectively, both orally and through written correspondence, with staff at all levels within the Department, and other internal/external customers in a timely and effective manner. The incumbent must have the ability to make oral presentation and competently represent the Department with internal and external stakeholders.

The incumbent must be able to independently analyze, summarize, and brief management on complex issues. The incumbent must have strong critical analysis skills and be able to guide ad hoc task forces consisting of staff at all levels through complex, sensitive issues. The incumbent must be able to assimilate and evaluate input from various sources, develop alternative courses of action and make objective recommendations.

The incumbent must have the ability to develop cooperative working relationships, reason logically and creatively and utilize a variety of analytical techniques to resolve complex legislative issues. Must have the ability to work with minimum direction and supervision, to initiate action independently and handle multiple assignments simultaneously.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent works as a primary contact for legislative member and staff. Poor judgment, timeliness, or inadequate preparation could lead to conflict with legislators, their constituents, or their staff and could leave the Department vulnerable to legislative scrutiny and criticism; or unnecessary conflict with an individual legislator; interest group; or other state department. Failure to remain informed on issues of interest, inadequate preparation, or poor communication skills could result in poor articulation of the Departments' public policy, embarrassment for the Department, and cause unfavorable media coverage and possible reaction from the State Legislature or Governor's Office, affecting departmental credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with department staff at all levels, legislators, legislative staff, committee consultants, other governmental agency representatives, other state, regional, local and federal agencies, and other external stakeholders. The incumbent must be able to represent the Department, with competence and integrity, at meetings on legislative issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must exhibit professionalism and self-assurance in the middle of fast-paced and sometimes chaotic conditions. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Some walking is required.

WORK ENVIRONMENT

Primary work area will be within the District Office located in downtown Los Angeles; employees may be required to travel to field locations throughout Los Angeles and Ventura counties to perform work requirements. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation. May be required to work outside of normal work hours.

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

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PM-0924 (REV 7/2014)

accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE