

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES ANALYST	OFFICE/BRANCH/SECTION 07/ADMINISTRATION/BUSINESS MANAGEMENT	
WORKING TITLE FACILITIES SERVICES CCORDINATOR	POSITION NUMBER 907-035-5157-006	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 general supervision of the Facilities Operation Manager, the incumbent will serve as the Facilities Services Coordinator. Analyze Facilities expenditures and encumbrances, maintain Facilities Service Request Program (HEAT), maintains cubicle key request log, serves as training cOrdinator and inventory control liaison.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Responsible for the monitoring of funds by gathering, maintaining, and analyzing Facilities expenditures and encumbrances related to current service agreement contracts and modifications to ensure amounts allocated are not exceeded. Responsible for payments on Purchase Orders and Receiving Records. Communicates with vendors, negotiates contract pricing, resolves billing disputes and errors. Provides technical assistance and/or training to unit staff relating to expenditures and related budget activities. Responsible for all facility purchases and ensures prompt payment to vendors which includes monthly VISA payment statements on Purchase Card Accounting and Requisition System. Will perform continuous budgetary control of appropriation s and justify budget programs, gather data and provide reports monthly . Will make sure that all invoices are accurate and billing amounts are correct. Will interface with District Budget Office as needed. Will prepare and process aJl documents for service, repair and supplies by utilizing Purchase Requests, Contract/Delegation Purchase Orders and receiving records for various expenditures. Responsible for preparing documents for Revolving Fund Checks as needed for emergency payments. Provide technical assistance and/or training to unit staff relating to expenditures, fund source monitoring and related budget activities. Will maintain a current fund balance of emergency/service contracts for Facilities Operations.
40%	E	Responsible for HEAT Database. Prepares service requests that are submitted into the HEAT program daily. Maintains the program's e-mail site to ensure that all requests are submitted/ responded to in a timely manner. Tracks and monitors District Ts Building Facilities Service Requests. Prepares reports, graphs and charts to assist in the reporting of the HEAT Database. Daily interaction with all division heads in the district office and the Department of General Services.
20%	E	Responsible for cubicle key request log to ensure the safety and security of tenant possessions in the building. Manages, coordinates and administers all external and internal correspondence. Serves as training coordinator for the Facilities Operations unit. Serves as Property Inventory Control Liaison for Business Management . Provides back-up coverage for Badge Coordinator and Conference Room Coordinator.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Staff Services Analyst must have knowledge of principles and practices of administration, management, budgeting, personnel, management analysis, training, governmental functions and organizations, and data processing.

The incumbent must have the ability to perform duties independently to reason logically, draw valid conclusions, make appropriate recommendations, and to initiate corrective measures as deemed necessary. The incumbent must be able to communicate effectively both verbally and in writing, prepare written and graphic reports and work successfully with others. Must have the capability to work with computers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make decisions within established guidelines. Errors in judgment or work product could affect budgeting, training programs, and general work activities.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have continuous contact with all District Divisions, Tenants, Department of General Services, and Deputy Directors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Staff Services Analyst will work in an office setting. The candidate may be required to sit for long periods of time using office equipment such as a computer, printer, copier machine and calculator. The incumbent may also be required to move boxes of files, publications, paper and supplies from one location to another.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office building, under artificial lighting.

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

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE