

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Office of Business Mgmt./Administrative Services Unit	
WORKING TITLE Administrative Services Analyst	POSITION NUMBER 907-035-5157-917	EFFECTIVE DATE 09/18/2015

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:**

Under the general direction of the Staff Services Manager I in the Administrative Services Unit, and occasionally from the Chief of Business Management and Deputy Director of Administration. The incumbent performs a variety of Administrative Analyst tasks that require a high degree of responsibility and analytical understanding of contract administration for purchasing goods and services, but are not limited to the typical duties described below.

- 45% E Responsible for managing contracts, supplier negotiation, negotiating contract term and conditions, supplier management and collaboration with internal divisions and external vendors and suppliers. Assisting with contract development, administration, tracking and analysis, as well as communication of supplier performance and contract compliance. Monitor and ensure all invoice payments are made accurately via EFIS on a timely basis using all the proper codes and procedures in accordance with our Department's Accounting procedures. Responsible for contracts for tangible goods, technical and professional services, maintenance and administrative services, and various special projects that are unforeseeable and come up at any given time (out sourcing emergency purchases for goods and services). Review modifications, extensions, and contract closeout documents. Serve as the office expertise in contracting using the various contracting methods as outlined in our Department's Procurement and Contracts policies and procedure and the State Administrative Manual such as, but not limited to: Purchase Orders, Revolving Fund Requests, Request for Proposals, Requisition Documents (RQS), Service Contract Agreements (dollars), California Multiple Award Schedules (CMAS), Western States Contracting Alliance (WSCA), Statewide Contracts (SC), California Strategic Sourcing Initiative (CSSI), Master Agreements (MA), and obtain bids from various vendors for emergency purchases. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Coordinate with all levels of staff and management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term contracts for: copiers, plotters, mail machines, office equipment, communication and technology. Participate, promote, and provide support for initiatives such as Small Business, Disabled, Veteran, Minority and Women owned business. Assist in contract management, project management, problem resolution, and customer support. Provide assistance in procurement of high-value and or high-risk projects and other areas as directed.
- 20% E Receive update information relating to the District 7 Employee Directory and share point database. Enter data from hard copy forms or via online submitted by employees in the directory database. Maintain an alphabetical filing system of all forms processed and updated, provide guidance to requesters, managers and peers. Develop a tracking system to analyze, monitor and track confidential and sensitive issues to ensure timely responses and action. Responsible for entering, editing, and identifying errors for completeness and accuracy of information to the Office of Business Management. Serve as a liaison to Cashiers Unit, Auto Pool Unit and IT Department.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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## TYPICAL DUTIES:

Percentage		Job Description
20%	E	Serve as back up to assist the Associate Governmental Program Analyst to track employees in D7 who qualify for Service Awards, Retirement Awards, Superior Accomplishment Awards, and or Merit Awards. Follow up, event planning, form processing or in relation to research performed to track and distribute certificates and awards. Will responsible and assist the Associate Governmental Program Analyst to coordinate the training duties. Notifies employees via e-mail invite of the availability of training and workshops, reserves and set training room, obtains teaching materials and processes training request forms received.
10%	M	Conduct feasibility office supplies and service contracts comparison reports by analyzing where and how purchases will impact our business need and operations. Identify logistical and other business-related problems and solutions. Will produce district comparison reports for management containing comprehensive and detailed information (why, how, what, where, how much, etc...) Incumbent will analyze and monitor the allocations and expenditures in the Administrative Services Unit.
5%	M	Serve as customer service back up for the mail room and reprographics room and other units depending on the business needs. And all other duties required.

<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.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees.

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## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- The incumbent should possess computer skills (including Excel, Word, and Power Point), basic writing skills, basic knowledge of budget development, and a preliminary understanding of accounting, economics, statistics, and forecasting methods.
- The incumbent must have the ability to work effectively and independently and the ability to learn and use a variety of computer software programs in performing duties.
- The incumbent must be able to track statistical data and calculate formulas.
- The incumbent must be able to lift up to 25 pounds or more to assist for administering the mail room, and reprographics room duties.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgments, decisions and recommendations are made for a variety of activities. The incumbent's responsibilities are, at times, shared with others. Accuracy and completeness of reports is extremely important. Poor judgment in decision making and actions by the incumbent will result in misinterpretation of information, which will decrease the level of service provided by the Office.

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## PUBLIC AND INTERNAL CONTACTS

Maintains communication with all levels, including executive management, other districts and divisions with the Department, public and private agencies, which includes Federal and State legislators, City officials and community representatives.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; multi task; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties. The incumbent will be required to move/lift miscellaneous items weighing up to 25 pounds or more from one location to another. The incumbent will be served as customer service back up for the mail room and reprographics room.

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## WORK ENVIRONMENT

This position is located physically in the District 7, Los Angeles office, which is climate-controlled and under artificial lighting. Work shift is a 5/40 schedule, Monday through Friday, from 7:30 a.m. to 4:00 p.m.

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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)

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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.

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SUPERVISOR (Print)

Teresa Gutierrez

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SUPERVISOR (Signature)

DATE