

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Office of Business Management/Facilities Support Service	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Support Services Analyst	907-035-5157-004	07/28/2014

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 direction of the Staff Services Manager I in the Facility Support Unit. 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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	The incumbent will have overall responsibility for the majority of the contracts for the Office of Business Management. This position is responsible for managing contracts, supplier negotiation, negotiating contract term and conditions, supplier management and collaboration with internal divisions and external vendors and suppliers. Monitor vendor performance and make recommendations for improvement when appropriate. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. This position is responsible for contracts for tangible goods, technical and professional services, maintenance and facility services, and various special projects that unforeseeable come up at any given time (out sourcing emergency purchases for goods and services). Administer large, long term contracts for: copiers, plotters, mail machines, office equipment, communication and technology. Also will manage all associated files and the in-house database, as well as entering all the pertinent information on the Enterprise Financial Resource Infrastructure (E-FIS). Will monitor and ensure all payments are made accurately on a timely basis using all the proper codes and procedures in accordance with our Department's Accounting procedures. Coordinate with all levels of staff and management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Provide assistance in procurement of high-value and or high-risk projects and other areas as directed.
20%	E	Incumbent will 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.
20%	E	Incumbent will responsible and assist for administering to the white paper, cardboard, plastics, toner-cartridge, glass and batteries recycling program for all District office facilities. These include placement of recyclable collection bins all throughout the building, coordinating transport of materials accumulated in these bins into major receptacles in the loading dock area and then calling the recycling companies to pick up recyclable items. Compile invoices from contracted companies for tabulation of weights and tonnage of recycled materials for quarterly reporting to Management.
10%	E	Serve as back up to manage our new web site for the District 7 Employee Directory and Intranet information for regular maintenance.

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| 10% | E | Conduct feasibility study 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 written reports containing comprehensive and detailed information (why, how, what, where, how much, etc...) Incumbent will analyze and monitor the allocations and expenditures in the Office of Business Management. |
| 10% | E | Serve as customer service back up for the mail room and reprographic room and other units depending on the business needs.
And all other duties required. |

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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the District and Departmental organization, activities, goals, objectives, policies and procedures.

- 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 25 pounds or more to assist for administering the recycling, mail room, and reprographic room duties.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for ensuring confidentiality of material; make judgmental decisions in determining appropriateness of response to inquiries/complaints, and in referring callers and correspondence to appropriate person based on knowledge of organization and Department. Mistakes could cause delays in taking appropriate action, costly claims against the State, create a poor public image, and jeopardize cooperative relationships with our business partners and delaying project delivery.

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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. He/she may also be required to perform typing, copying, sorting, simple grasping to hold and manipulate pencils, pens and other work related items. 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 reprographic room. The incumbent must also be able to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations.

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.

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)

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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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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