

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	District 07/Program Project Management/Support Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Capital Outlay Support Unit Analyst	907-101-5157-XXX	

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 direction of a Staff Services Manager I (SSM I), the Staff Services Analyst will perform a variety of administrative task that require a high degree of initiative. The incumbent performs a variety of complex duties required for the efficient and professional operation of the Division of Program Project Management. The incumbent must possess computer skills to access information, create reports, and examine organizational and program data. Responsible for creating, tracking and ensuring all action items are reviewed, and prioritized for completion. Coordinates with staff on all levels within the District, as well as external partners to complete assigned tasks by conducting investigations and/or researching areas for resolution in written response.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Coordinates, gathers, reviews, and finalizes project report information requests submitted to the Capital Outlay Support Unit for accuracy and formation for the intended purpose. Responsible for ensuring that the Division of PPM staff's time sheets are submitted and within appropriate Capital Outlay Support Charging Guidelines by analyzing and comparing actual expenditures vs planned project direct and overhead resources allocated to their respected units. Incumbent will then make recommendations to correct any mis-charged resources. Will receive and review Division staff requests for leave; i.e. vacation, annual leave, etc. and will maintain calendar indicating staff's leave usage.
25%	E	Attend Division Area Manager's meetings and take the initiative using completed staff work to summarize action item and critical tasks; Independently prepare responses to action items by researching various Department Intranet and Databases as well as consulting with District Staff to provide factual information to Internal and External Customers, including interpretation of policies and procedures, as needed, under the direction of Deputy or Area Manager's. Will be required to consult will all Division Managers and other interested parties on all of assignments effecting their Office or Division. Develops, implements and maintains Action Item Tracking Databases by entering, verifying, and backing up data to track and monitor action items resulting from attending various meetings. Independently screen and prioritize incoming telephone calls, e-mails, and correspondence from within the Division; refer items to appropriate staff members for response, assign due dates and monitor for timely response.
25%	E	Serve as the Assistant to the Deputy District Director of PPM. Analyst is the primary contact for the Division for updates, statuses, previously handled issues and other items for the Division; using report extracted from Action Item Tracking database will meet with the Deputy weekly to ensure that potential problems are addressed in a timely manner to avoid simple solvable problems escalating into complex issues that may result in the delay of project delivery. Maintains hard copy filing system of all incoming /outgoing tasks or action items responded to from the Division of Program/Project Management. Provides a hard copy report extracted from the Action Item Tracking Database for the Deputy to use at weekly meetings with Area Managers to ensure all staff are following up on requested action items they maybe responsible for.
10%	M	Organize file rooms, maintain inventory of supplies for Division front counter. Serves as back up to the Division Teleconference and Video Conference Coordinator, responsible for scheduling, maintaining these appointment calendars. Various duties as assigned.

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<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**  
NONE

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall have knowledge or the ability to: Reason logically, draw valid conclusions, make appropriate recommendations and initiate corrective measures as deemed necessary; as well as provide and follow completed staff work guidelines and processes. Perform duties independently with minimal supervision. Communicate effectively, both verbally and in writing. Establish and maintain cooperative working relationships and work well with various levels of Staff and Management. Collect data, interpret and analyze information and develop reports in a format that is user friendly to aid management in making appropriate decisions.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The SSA must use sound professional judgment to ensure proper management decisions affecting work under his/her responsibility. Failure to perform in a competent manner could affect the funding of projects resulting in the delay of project delivery and /or loss of public integrity in the Department.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent will work with the District staff at all levels, and External Partners.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

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## WORK ENVIRONMENT

While at their base of operations, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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)

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SUPERVISOR (Signature)

DATE

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