

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES ANALYST (GENERAL)	OFFICE/BRANCH/SECTION MAINTENANCE/D07/MAINTENANCE ADMINISTRATION	
WORKING TITLE PROCUREMENT, TELECOMMUNICATIONS, TRAINING	POSITION NUMBER 907-601-5157-000	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:

The Staff Services Analyst (SSA) - (General) receives direct supervision from the Staff Services Manager I, Maintenance Division. This position is responsible for procurement duties; serves as the Training Coordinator and Authorized Telecommunications Representative; and processes Maintenance Zone Enhanced Enforcement Program invoices. The work schedule of this position is 5/40; it is represented under collective bargaining.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Procurement duties include the purchase of supplies, equipment, and services for Maintenance District Office staff, utilizing Department of General Services (DGS) and Caltrans statewide contracts as appropriate. This responsibility for the office is buying supplies and services from approved State vendors. He/she must generate Purchase Request (PR), Purchase Order (PO), Caltrans credit card Purchase Orders and associated documents and submit into the Advantage/Electronic Financial Integrated System. Place advertisement for bids as appropriate; verify the use of Disabled Veteran Business Enterprise vendors and Small Business Enterprise vendors; adhere to all procurement rules, guidelines and regulations; receive and reconcile goods; approve/submit invoices for payment to Headquarters Accounts Payable. As authorized Caltrans credit card holder; follow proper purchase practices; perform monthly reconciliation of purchases with Statement of Account. Maintain effective working relationship with vendors and Caltrans staff, including Headquarters Division of Procurement and Contracts and Accounting. For all purchases this individual must research and resolve billing discrepancies. Ensure that office equipment is properly tagged; maintain log identifying tagged equipment and staff assignment. Maintain inventory of supplies and an orderly stockroom. Ensure that office equipment (copiers, printers, other) is in good working order; request service as appropriate. Provide information and assistance to other Maintenance staff conducting procurement activities; contact merchant and compare against invoice to resolve issues, utilizing existing knowledge, contact and communicate with appropriate District and/or Headquarters staff to resolve discrepancies.
15%	E	As Training Coordinator for the Maintenance Division, serve as liaison with Maintenance and training providers, including Headquarters and outside vendors. Disseminate information on available training classes (statewide and department specific) including, but not limited to, Maintenance Training Academy (META), Maintenance Leadership Academy (MLA), Equal Employment Opportunity classes, other training. Coordinate with Region Training Coordinators as appropriate. Register students; enter registrant data into the Learning Management System (LMS) and submit to Headquarters for approval, then subsequently confirm attendance to ensure course credit. Process training requests from employees for outside vendors: identify acceptable vendors, relay registration information to potential students; arrange payment for vendors.
15%	E	Maintenance Zone Enhanced Enforcement Program (MAZEEP) activities include: collect receipt of Daily Reports from Regions, documenting work performed by California Highway Patrol, and entering data into spreadsheet; on a monthly basis, reconcile Daily Report data with information documented on California Highway Patrol invoices for identified service period, and research discrepancies and make recommendations; after reconciliation prepare and submit receiver to

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		Headquarters for payment; on a monthly basis, submit Data Collection Report and Cost Projection Report to Headquarters; produce monthly reports for management showing total District 7 MAZEED expenditures, and expenditures by each District Region.
10%	E	As Authorized Telecommunications Representative (ATR), track/monitor phone usage (land-line, cell) and charges; ensure corrections are made for improper charges by phone companies and other District 7 Division staff; work with phone companies to close or install new lines; purchase cell phones, land-line instruments and accessories, utilizing state contracts; coordinate with Information Technology as appropriate. Contact user to obtain information to resolve all questions/issues pertaining to phones and usage, working with the vendor and internal staff as required.
5%	M	Review, process and track Authorization for Expenditure Request (AER) and Budget Verification Forms (BVF): receive and analyze for correct information; request corrections as necessary; submit for approval/signature; track/monitor progress. For BVFs, consult expenditure document (online Checkbook) to ensure sufficient funds are provided by Headquarters Major Maintenance program. As Space Management Coordinator, track and authorize cubicle assignment. Prepare and submit annual Records Retention Report.
5%	M	Provide assistance to other Maintenance Administrative Unit staff as needed, including, but not limited to: responding to public inquiries; researching the more difficult/complicated public inquiries as assigned; sorting and distributing checks; preparing informational documents for distribution to staff; composing and sending emails to appropriate staff regarding policies, procedures, deadlines, other. Assist in research and writing of letters to political/governmental/public (red folder), which request services and/or information, and/or document complaints; letters are written for executive management signature.

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

This individual must have good communication skills, both oral and written, for reports and numerous personal contacts within the District and with the public. This individual must have knowledge of the overall functions of Maintenance policies and procedures. Also, must have knowledge of principles and methods of public and business administration including modern office methods, forms, equipment, record management, and governmental functions and organization, specifically pertaining to Caltrans. This position requires the ability to gather, tabulate and analyze data; analyze administrative problems and use sound judgment for an effective course of action; and the ability to make oral public presentations is essential. This individual must interact with the public in a professional positive manner. Demonstrate capacity for assuming increasing administrative responsibility; prepare memorandums, letters, and reports and communicate effectively with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work is varied and complex, involving all phases of practical, effective and efficient solutions to the Maintenance field. This individual must have the ability to deal with public and internal departmental needs, in order to prevent far-reaching consequences

PUBLIC AND INTERNAL CONTACTS

The SSA depends on the cooperation and assistance of the entire Maintenance function and of other essential units within the District. Maintains close working relationship with the other District personnel who are essential to the successful administration of the Maintenance program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. This individual is expected to maintain professional and courteous behavior in their daily interaction. They may also be

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required to move large or cumbersome reports from one location to another.

WORK ENVIRONMENT

This employee will be working in a high-rise climate-controlled building with artificial lighting in a cubicle. Employees may be required to travel to Region field offices in the performance of assigned duties.

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)

SUPERVISOR (Signature)

DATE