

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION Administration/Facilities Office	
WORKING TITLE Facilities Operations Assistant	POSITION NUMBER 908-031-5157-xxx	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 direction of the Facilities Manager, a Staff Services Manager I, the incumbent will serve as the Facilities Operations Assistant. The incumbent assists with organizing, administering, and monitoring the Southern Regional Lab Contracts and Automotive Management Program for the district. Duties include but are not limited to analytical staff work for the District's Facilities Office and Southern Regional Lab (SRL).

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Assists in writing, monitoring, and managing SRL related service contracts and schedules work so that services do not affect operations in the SRL as well as ensures services are provided per contract specifications. Analyzes the budget and creates reports for the building operations to correspond to the work performed. Ensures that all utility bills and service contract bills (i.e., pest control, HVAC maintenance, landscaping, etc.) are correct and accurately reflect the service provided. Ensures vendors are paid on time and reconciles any invoice conflicts. Responsible for all purchases for the SRL including reconciling purchases with AMS Advantage/Enterprise Resource Planning Financial Infrastructure (EFIS). Researches current and future purchase needs and makes recommendations and analyzes alternatives. Ensures all documentation is correct and submitted to Accounts Payable. Administers the Cal-Card program for the SRL and verifies all documentation is correct and submitted to the Accounting Service Center within the guidelines per the Cal-Card program concerning usage and that monetary values are not exceeded. Solicits vendor bids and awards purchase or repair orders for items needed for the SRL. Obtains price quotes from vendors and procures office supplies and job related equipment for staff by use of a state issued Cal-Card, Purchase Orders, and Contracts.
20%	E	Responsible for the operations of the SRL to ensure the facility is run safely and efficiently. Responds to building related calls. Monitors the HEAT help ticket system and addresses any issues or requests submitted by SRL staff.
15%	E	Analyzes and manages the District Automotive Program. Administers Fuel Validation/Voyager Card Program. Collects and reviews all required documentation from District programs and submits to Headquarters Equipment Shop monthly.
10%	E	Responsible for analyzing the state vehicles assigned to the district fleet to ensure compliance with state requirements. Responsible for upkeep of vehicles to ensure proper maintenance and repairs are done in a timely manner to avoid costly repairs and to ensure any safety issues are immediately addressed.
10%	E	Prepares and reviews correspondence. Responds to inquiries in a timely manner. Monitors the card key access system for buildings and parking areas. Inputs new employees into the system, makes identification badges, and updates employee data on a regular basis. Attends meetings as the representative for the SRL. Provides staff support for SRL employees. Programs and issues Card Access at District Office and the SRL. Enforces policies consistently. Tracks vehicle usage and administers pool of vehicles. Attends training as necessary.
5%	M	Distributes all payroll warrants to Business Management staff.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

Knowledge of principles and practices of general business management, budgetary procedures, purchasing and building management. Ability to reason logically and creatively and utilize a variety of analytical techniques; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; interpret and apply rules and procedures; consult and advise all levels of management on a wide variety of subject matter areas effectively and diplomatically; computer knowledge (i.e., Excel and Word).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or actions could cause fire, life, health and safety issues. Errors could cause loss of time and money to the Department.

PUBLIC AND INTERNAL CONTACTS

This position has frequent contact with all levels of staff. Position requires interaction with Headquarters, other districts, various state agencies, private vendors, and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Occasionally moves boxes weighing up to 20 pounds. Must have mental ability to reason logically and have a creative approach to problem solving, while maintaining cooperative working relationships with internal or external contacts.

WORK ENVIRONMENT

Will spend 90% of time in a District Office setting. Will be required to spend approximately 10% of time commuting to and working with individuals outside of the office environment. Will work in an air-conditioned office with a modular furniture layout. The area has energy efficient florescent lighting and air-conditioning controls in an open space environment.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE