

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION 08/Administration/Staff Development	
WORKING TITLE District 8 Cashier/Administration Analyst	POSITION NUMBER 908-032-5157-	EFFECTIVE DATE 09/01/2014

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 direction of the Facilities and Business Management Manager, a Staff Service Manager II, the Staff Services Analyst independently performs a variety of analytical duties required for the efficient operation of the Facilities unit and Mail Room. A positive attitude and commitment to providing quality customer service that is accurate and timely is critical to the Administration function.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	<p>Administers, organizes, coordinates and monitors the District's Cashier's office operations. Identifies on-going needs and issues of the function, makes recommendations for resolutions as needed. Researches, interprets and applies policies and procedures to ensure Accounting and Cashiering, State Administrative Manual and other applicable State laws, rules and policies of Caltrans are complied with. Independently processes accurate and timely receipt of payments and disbursement of monetary instruments (pay warrants, checks, money orders, cash, etc.) for the District. Prepares and issues accurate receipts. Categorize and reconcile receipts, prepares the daily Cash Report, Deposits, forwards documents (including credit card transactions/checks) to Sacramento Accounting Headquarters. Ensures receipts and deposits are accounted for and balance in accordance with departmental policies and procedures. Monitors and controls issuance of District's General Services Credit Cards. This position also has the responsibility for making complex technical and operational decisions in accordance with established procedures.</p> <p>Using sound judgment and discretion, independently assists customers, departments and employees in person and via telephone by providing answers and information regarding specific payroll account information, discrepancies and/or basic accounting procedures; processes payment of permit applications. Incumbent ensures that only accurate payroll warrants and salary advances are released to staff, and that any incorrect payroll warrants and salary advances are returned to the Human Resources Transactions Unit office for correction and re-issuance. Reviews and distributes travel and cash advance checks to properly designated staff; coordinates with Headquarters Accounting staff to ensure the timely and proper release of checks to staff.</p>
35% E	<p>In consultation with supervisor, incumbent will perform contract management duties for the division, including the Facilities office to include: developing detailed descriptions of services and scope of work; requesting services; ensuring compliance with contract provisions. Monitors Contractors' progress to ensure work is on schedule, complete and acceptable; reviews invoices, monitors expenditures; processes payments, requests timely contract renewals or amendments and closing out contracts. The incumbent will produce spreadsheets and various reports for tracking and analysis of expenditures in assigned contracts in addition to drafting, researching, analyzing and keeping accurate records to ensure all documentation is correct and submitted to the Accounting Services Center in a timely manner. Coordinates with the District Budgets office to ensure all funding components are correct; must be knowledgeable about Small Business Enterprise (SBE) utilization and the Department's SBE goals.</p>

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20%	E	As designated Purchasing Agent and Calcard holder for the division, processes purchase orders, appropriate payment/receiving documents and reconciles via AMS Advantage accounting system, coordinates and processes purchase requests for equipment and office supplies; assesses equipment needs, obtains quotes, processes contract invoices and writes equipment justifications.
5%	M	Assist other unit functions including Mail Room and Training, with various administrative assignments.

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

Must have knowledge of State Administrative Manual, Cashiering Procedures, and other applicable directivess from HQ Accounting pertaining to the proper handling and processing of monetary instruments. Ability to plan, organize, conduct and evaluate situations accurately and adopt an effective course of action; communicate effectively both orally and in writing; present complex information to supervisor and staff. Knowledge and ability to use Microsoft Outlook e-mail, Microsoft Office, including Word, Excel, and PowerPoint. The position is privy to confidential and sensitive information; therefore, the incumbent must maintain confidentiality and maintain a neutral position when dealing with various situations such as garnishments, high-dollar amount checks, etc.

Must have the ability to analyze and solve problems relating to the Cashier's office and develop technically sound alternatives and solutions. This position requires considerable analysis, interpretation and application of State Administrative Manual and HQ Accounting Procedures.

Incumbent must be able to communicate effectively both verbally and in writing; command of English language and standardized correspondence requirement; use of retrieval procedures of various filing and archive systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently performs analytical work and ensures compliance of various administrative requirements; responsible for taking independent action and must exercise initiative in carrying-out assigned duties. Erroneous information provided to Department employees and the public could result in monetary loss to the state; failure to properly resolve issues, interpret and apply policy could result in non-compliance to various administrative rules and policies. Inappropriate decisions and errors could greatly inconvenience employees and the public, and adversely affect Caltrans' public image or could result in legal action against the state. Incorrect handling or untimely processing of payroll warrants, garnishments and accounts payable and receivables could result in delayed payment of wages or loss of employee benefits, resulting in grievances and/or law suits, as well as delays in the encroachment permit process for the public.

PUBLIC AND INTERNAL CONTACTS

Independently confer and communicate with all levels of staff and public: supervisors, managers and employees within the Department, other state agencies, Headquarters and District personnel, other government agencies, private industry and the public. Must develop good working relationships with supervisors and employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to use a computer. Must be able to sit for prolonged periods to use a computer, answer telephone and perform other duties at a desk and assist customers at the counter. Must have ability to move up to 35 lbs.

Mental: Must be able to sustain mental activity to prepare correspondence, solve problems, formulate solutions and initiate appropriate actions; possess mental ability to respond logically and calmly to irate callers. Possess a positive, customer-service oriented attitude. Employee must be self-motivated and work independently and as a team player. Must be punctual and maintain good attendance.

Emotional: Must be able to develop and maintain cooperative working relationships; handle challenging situations in a calm manner. Must have the ability to multi-task, adapt to changes in priorities, complete tasks within limited time frames.

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Must possess sufficient strength, ability, endurance and sensory ability to perform the duties contained in this duty statement with or without a reasonable accommodation.

WORK ENVIRONMENT

While at the base of operations, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate. Employee may also be required to occasionally travel to outside offices and/or facilities and work with individuals outside of the office environment. Employee will work on a 5/40 work week schedule.

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