

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION D8/Construction Division	
WORKING TITLE Procurement and Property Analyst	POSITION NUMBER 908-500-5157-	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the direction of the Staff Services Manager I, performs various analytical activities in support of Construction Business Services. Serve as a Property and Facility Coordinator for Resident Engineers and Assistant Resident Engineers, serve as a procurement analyst, and perform other administrative work as needed. Possession of a valid driver's license is desirable.

- 40% E Facility Management-Coordinate and facilitate building operation /facility activities for construction field offices. Consults with management to ensure needs are met timely. In collaboration with Department of General Services (DGS), District Facility Operations monitors and tracks all field facilities repairs to ensure completion. Receives, analyzes and recommends appropriate action on all field office related complaints and requests for service, such as Heating & Air Conditioning, restroom facilities, janitorial, etc., and other duties as required to meet customer facility needs. Routinely provide updated information to field staff concerning fire and life safety, maintenance/repair and all building operations/facility activities. Verify and monitor proper charges for services/repairs are made as coded. Identify discrepancies and resolve on behalf of management. Prepares scope of work, contacts vendors and monitors services provided. Prepares evaluation of services, contacts vendors as necessary to enhance/modify services or recommends termination of contract.
- 20% E Procurement/Contracts -Facilities Procurement/Contracts Analyst: responsible for the coordination of purchases of equipment, furniture and supplies required for the functional operations of the construction facilities/offices. This coordination effort includes, but is not limited to; analyzing equipment needs, prioritizing purchase requests, monitoring funding allocations and controlling the distribution of supplies and equipment. The purchasing of equipment and supplies includes obtaining bids when necessary, preparing the appropriate purchase and receiving documents and reconciling Visa statements. Utilize E-FIS Advantage system to make vendor payments. Prepares contracts for procurement of goods and services. Obtains various approvals and authorizations for procurement of these goods.
- 20% E Coordinates property tagging with the District Property Controller. Establishes and maintains an equipment inventory and conducts a yearly inventory of property. Identifies and prepares documentation for equipment/property disposal. Coordinates the procurement of all furniture for Construction, prepares purchasing documents. Arranges for repairs to miscellaneous office equipment. Contact vendors for information to perform analysis of equipment purchase versus rental. Assists in the relocation and movement of equipment between office sites. Responds to management inquiries on issues related to property. Places property tags per State Administrative Manual (SAM) regulations on major equipment. Tags State identification on minor equipment.
- 15% E Acts as the Division's Move Coordinator. Coordinates office moves: Prepares scope of work, facilitates contractor walk-thrus, obtains bids, prepares procurement documents, oversees work on the day of the move, acts as the liaison between field staff and contractor, submits documents for payment at completion of move.

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## TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
5% M	Acts as backup to the Division's Utility Coordinator. Assists in managing telephone landline work for District Construction staff; includes, but is not limited to, receiving/initiating change/repairs/disconnect of landlines in conjunction with the District Telephone Coordinator. Troubleshoots minor problems, prepares forms, procures, distributes, exchanges, and disposes of landline equipment as needed. Prepares and disseminates notification of telephone number changes to all pertinent parties. Maintains database of information relative to the number of landlines used and their location and purpose.

<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 must have knowledge of principles, practices, and trends of public and business administration, management and supportive staff services including budgeting, program evaluation, or other closely related areas.

The incumbent must have a solid understanding of what customer service is and have the ability to provide excellent customer service at all times. The incumbent should be familiar with the State Administrative Manual and the policies and procedures relating to facilities and energy conservation.

The incumbent must be knowledgeable of the Department's mission, goals, and programs, laws, rules, and policies of the State of California. The incumbent must possess knowledge of pertinent laws, statutes, and regulations regarding resources, contracts, and general office operations. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks with short notice. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to recognize potential project-related problems with personnel, fiscal resources, or scheduling and either take or recommend corrective action. The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Knowledge of and ability to use personal computer equipped with e-mail (Outlook), word processing and spreadsheet software including Microsoft Office Suite (Word, Excel, PowerPoint, and Access), E-FIS Advantage, and the inter/intranet.

The incumbent must reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems, develop communication documents and reports on a variety of issues, and maintain a level of professional integrity to ensure Department Policies and Procedures are followed.

The incumbent must have the ability to work independently and effectively coordinate with various levels of management and staff, both in person and through telephone communication. Must be able to communicate effectively orally and in writing. Must have the ability to follow written or oral directions, demonstrate good work habits, neatness, dependability, and punctuality.

The incumbent must be able to prepare complete and comprehensive reports, letters, and articles; make effective presentations, use good judgment for analysis of resource requirements; be able to coordinate effectively with all levels of management and employees.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in developing and/or delivery of business services including space planning, procurement, asset management and budget/expense control and accountability. Failure to address issues could result in violations of State Administrative Manual policies, procedures and regulations;

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Health and Safety Codes; State/Department procurement policies; and negatively impact the ability of staff to perform their duties and meet the operational needs of the division, compromise the health, safety and well being of employees; precipitate unfair labor practice charges or lawsuits against the Department; waste state resources; or create negative publicity for the Department.

### PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with all levels of staff, including upper management, and frequent contact with personnel throughout the Department. Other contacts include other state and federal agencies, and outside vendors. He/she must be able to address division-related issues and questions from all requestors, both within and outside Caltrans.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. The incumbent will frequently be required to lift/move 30 pounds, bend, stoop, stand, kneel, and walk.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to handle multi-task while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to business services. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

### WORK ENVIRONMENT

Incumbent will be exposed to various work environments. While at the base of operation, will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit and/or stand for extended periods of time. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

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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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