

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
STAFF SERVICES ANALYST	908-601 Maintenance Support (Efisc #2339)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
MAINTENANCE SUPPORT ANALYST	908-601-5157-918	

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 supervision of a CT Maintenance Manager, the Staff Services Analyst performs a wide variety of difficult non-supervisory assignments in the Maintenance Support Branch. The incumbent will work individually and as a team member, and may oversee the work of others. Will be expected to consistently exercise a high degree of initiative, independence and originality in performing the assigned tasks.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Works closely with the Maintenance Services Liaison between Maintenance and the District to provide support with Maintenance hiring. Monitors vacancies for assigned crews. Prepares and creates Personnel Action Request Form (PARF) packages upon request on behalf of the supervisors, which includes vacancy advertisement, preparing hiring consideration form, duty statement, screening criteria, certification request, organizational chart, and other related hiring documents. Ensures accuracy and all required documents/correspondence relating to each PARF package is compiled and secured for future reference. Responsible to ensure hiring documents are available in the event of an audit. Incumbent is expected to follow current guidelines when compiling the hiring documents.
	Responsible for analyzing and processing staff's completed requests for bilingual pay, out of class assignments, post and bid transfers, leave of absence requests, retiring staff, and employee transfers. Maintain and review Maintenance Division organizational charts for changes and accuracy. Processes documents through the District Resource Management Office and the Southern Personnel Service Center. Keep track of each package to ensure documents are flowing through the system as efficiently as possible.
15% E	Retrieves and evaluates information from Integrated Maintenance Management System (IMMS) to compile for administrative reports. Processes and gathers information for travel advance requests through Electronic Fiscal Information System (E-FIS)/INFO Advantage. Responsible for tracking travel expense claims. Will operate a computer with word processing capabilities while generating various correspondences in technical and non-technical areas consisting of letters, memorandums, forms, reports, charts, and separation clearance checklist forms. Other computer applications will be used for cataloging and maintaining office files, records, reports and lists. Responsible for maintaining all historical data, spreadsheets, and files.
15% E	Serves at D8 Maintenance Post & Bid (P & B) Coordinator. Responsible for entering vacant position information in the database, composes P & B ads and forwards P & B information listings to each supervisor with Bargaining Unit 12 employees. Responsible for tracking the list of the bidders for vacant positions. Works with Human Resources Southern Service Center to determine senior bidder and negotiates with supervision the release date of selected candidates.

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| 10% | E | Assist with creating and maintaining of vacancy logs and rosters necessary for tracking the Maintenance Division's staff. Assist with developing and making presentations at weekly Superintendent meetings to keep the field supervision updated on vacancy status of their positions and interview schedules. Responsible for scheduling interviews, making telephone contacts and assists candidates with hiring paperwork. |
| 10% | E | The incumbent is a member of the Emergency Operations Center (EOC) and will be expected to respond during emergency situations and use independent judgment and initiative. Incumbent is required to train and practice in EOC drills. Incumbent will assist in reviewing and analyzing the National Incident Management System (NIMS), the Standardized Incident Management System (SIMS) & the Incident Command System (ICS) training and qualifications for all D8 Maintenance staff to ensure our staff are ready for any of the various emergency situations that might arise. Incumbent will communicate directly and continuously with field supervision, the D8 Training Coordinator and the Emergency Operations Coordinator to evaluate new and future readiness training and needs. Assist with writing and distributing the District Emergency Operations Plan. Incumbent will work directly with with D8 Maintenance Management, Training Coordinator and field Maintenance Staff on a continual basis to gather and analyze information regarding emergency preparedness. |
| 5% | M | The incumbent will provide administrative services for the Maintenance Support branch. Will interpret policy and procedures for administration of the Cal-Card program, be a holder of the State Cal Card, making purchases with credit card and reconciles account in AMS Advantage. Handle payroll distribution. Will process receiver (RC) documents. Assists with analyzing staff workload of the Maintenance Support team and may recommend new and/or revised office methods and procedures. |

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

No direct supervision is exercised. May be called upon to act in the absence of the supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of maintenance operations, including materials, work methods and equipment used, and all aspects of the Integrated Maintenance Management System. Incumbent must have a working knowledge of the Emergency Operations Center and Incident Command System, including all forms and procedures. Requires knowledge of the principles and practices of general business management and modern office methods; working knowledge of computer applications such as Excel, Word and the internet; knowledge of the purpose, organization, policies and procedures of the Department. The incumbent must have the ability to establish and maintain good working relationships; use tact and good judgment in dealing with the public; use and interpret reference material; and reason and analyze data effectively. Incumbent must have the ability to remain calm in stressful situations while working long hours.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make thoughtful and accurate decisions. Inattention to detail or failure to closely follow established procedures could result in monetary loss and embarrassment to the Department. The incumbent works a part of a highly trained team during disasters and other emergency situations under pressure and for long hours. Inability to maintain composure, follow instructions and established procedures would effect the rest of the teams ability to provide services to the public and ultimately could result in loss of life, facilities and/or public trust.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with field supervision, and staff at the District Office and headquarters level; will have extensive contact with insurance companies, various local county and state agencies, and the public. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard, mouse and monitor, perform fine

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manipulation. Must be composed and articulate in meetings and on the telephone. Must be emotionally stable and be capable of performing several analytical and/or technical tasks concurrently, to function successfully under pressure in order to meet various deadlines and deal with emotionally charged issues. Will be required to bend, stoop and crouch while handling and filing reports. Will be required to move large quantities of files by lifting and carrying. The incumbent will be handling extremely confidential information and will be responsible for securing information as well as keeping it in strict confidence. During emergency/disaster events will be required to work long hours. Must be sensitive to delicate issues.

WORK ENVIRONMENT

The incumbent will work primarily in an office environment with climate control and artificial lighting. Will be required to sit for long periods of time using a video terminal display and a keyboard. During Emergency situations may be required to respond to field locations where temperatures may fluctuate between extreme heat and cold.

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