STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	District 08 - Maintenance - North Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
North Region Budget / Procurement Analyst	908-690-5157-XXXX	

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 supervision of the North Region, Caltrans Maintenance Area Superintendent, the Staff Services Analyst will perform a wide variety of analytical services including budgeting, fiscal control and accounting, contract funding analysis/ monitoring, and region procurement. The incumbent is held responsible for prompt and accurate work, along with excellent customer service.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	The incumbent will research, analyze, and evaluate information, including reports, charts, spreadsheets, and databases, to prepare budget packages and monitor the budget for North Region. The incumbent will maintain budget allocations and region expenditures to advise the North Regional Manager on all procurement aspects of budgeting, including potential budget issues, and will make recommendations for resolving allocation problems. The incumbent will ensure that budget proposals are complete and in conformance with current budget instructions, will ensure that package are submitted appropriately, and will maintain a record of budget allocations and Region expenditures. The incumbent will review budget requests and makes corrections according to budget constraints in accordance with administrative policy. The incumbent will develop, prepare, and monitor monthly and quarterly budget reports using the Enterprise Resource Planning Financial Infrastructure (EFIS).
40%	E	The incumbent is responsible for managing all purchasing and procurement activities for the North Region. The incumbent independently prepares contracts and Inter-agency Agreements required for region operations by determining the method to purchase the items (s) or service according to Purchasing Delegation. The incumbent receives requests from maintenance and area supervisors for all equipment and maintenance material purchases, prepares purchase estimates, obtains bids and coordinated facilitation of bids with region units for materials and minor equipment. Incumbent must be familiar with the Accounting Manual to apply the necessary coding for each purchase such as object code, cost center and expenditure authorization. In accordance with the District allocation, incumbent is responsible for approving the funding of each purchase. In consultation with Division staff, develops and maintains priority lists for non-expendable equipment, software, and other operational necessities. The Incumbent will monitor encumbrances/dis- encumbrances.
10%	E	The incumbent will participate on Headquarters task force concerning budgeting, purchasing, and computer programs relevant to Maintenance functions. The incumbent will conduct special field training classes to Superintendents and Supervisors concerning budget, time reporting, and data entry in the Integrated Maintenance Management System (IMMS). The incumbent will attend various meetings related to winter/monsoon hiring, budgeting issues, and training. The incumbent will represent the North Region at various meetings related to budgeting and procurement. The incumbent will prepare special reports for the Region including research on various Maintenance related issues as requested.
10%	M	The incumbent will act as the backup Training Coordinator for the Region, reviewing office training requests to ensure compliance with department training policies and regulations; develop and coordinate presentation or orientation training packages for field personnel; prepare training guidelines for "on-the-job" training and training administrative staff, and monitor and determine

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employee training needs using the Learning Management System (LMS). The incumbent may also process and monitor Travel Advance and Travel Expense (TA) Claims (TEC's) for the Region.

[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

NONE

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; ability to use Microsoft computer applications such as Word, Excel, and Power Point. The incumbent must be able to identify problems and issues, develop and compare alternative and provide sound guidance to management.

- General knowledge of data analysis and processing; in-depth knowledge of computer usage, development of word processing and spreadsheets.
- Knowledge of Department Administrative processes.
- Knowledge of budget and accounting processes
- Reason logically and creatively to resolve complex problems
- Develop and evaluate alternatives
- Analyze data and present information effectively in both written and oral formats
- Effective interaction with managerial and professional staff
- Gain and maintain the confidence and cooperation from others
- Independently evaluate and implement policies and procedures
- Effectively manage time while performing a variety of functions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform in any aspect of the incumbents responsibility could cause the expenditures of various funds not to be budgeted and may have adverse effect on the North Region's ability to meet the requirements of the District's mission, vision, and goals.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with personnel in Headquarters, in the District personnel and Vendor/Contractor interaction. There may also be some contact with general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to operate a PC Workstation and various software applications, filing, phone communications, and other office related duties. This position may require some bending, stooping, or lifting not to exceed 15 pounds. He/she should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. He/she may be required to handle several issues at a time and should be able to prioritize tasks as necessary. He/she must grasp technical information, formulate effective strategies to implement new technology, and foster a work environment that encourages creative thinking and innovations. The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and /or external contacts in a professional and courteous manner. This position may require independent travel for State business.

WORK ENVIRONMENT

The base of operation will be in the Maintenance North Region office. While in the office setting he/she will be working in a climate-controlled environment with artificial lighting. Work environment includes constant interaction with a diverse group of customers and co-workers, and sitting for long periods of time at a keyboard. Due to constant interruption, incumbent must have the ability to prioritize and multi-task in order to complete regular work assignments.

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