

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION District 8 – Environmental Planning	
WORKING TITLE SSA	POSITION NUMBER 908-xxx-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 supervision of the Branch Chief, a Senior Environmental Planner (Sr EP), the incumbent provides administrative and analytical assistance to the Division of Environmental Planning. Manage the Division's biweekly status reports on all active unadvertised projects to verify accuracy and consistency with current information. Analyze Environmental Study Requests (ESRs). Ensure completion and transmittal of quarterly reports and special data requests from Caltrans Headquarters Division of Environmental Analysis.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Manage the Division's biweekly status reports on all active unadvertised projects to verify accuracy and consistency with current information. Performs a variety of technical and analytical duties related to special projects utilizing analytical, comparative, investigative, and reporting skills. These special projects will typically involve interface with Project Managers and Functional Managers and the retrieval, manipulation, and analysis of database information and reporting of results in clear and concise format including creating and maintaining a database to be used for logging, tracking, reviewing, and updating the Division's incoming work. Retrieve programmed reports, including State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), and others from Filemaker Pro. Create and maintain an electronic source for logging, tracking, reviewing and updating all active projects.
30%	E	Perform analysis of ESRs by conducting quality assurance/quality control on document review requests from other Divisions, confirm completeness and consistency of request materials, ensure adequate response milestones are requested, identify resource needs to carry out requests, confirm that appropriate Environmental units are identified and properly resourced in Project Resourcing and Schedule Management (PRSM). Determine appropriate recipients for ESRs, document review requests, and distribute requests. Log all incoming requests and outgoing responses and documents.
30%	E	Ensure completion and transmittal of quarterly reports and special data requests from Caltrans Headquarters Division of Environmental Analysis. Transmittals may pertain to District compliance with National Environmental Policy Act (NEPA) Assignment in accordance with monitoring requirements under 23 USC 326 Categorical Exclusion (CE) Assignment and 23 USC 327 NEPA Assignment memorandums of understanding (MOUs) between Caltrans and Federal Highway Administration (FHWA). As directed, confirm that regular progress and status updates are entered in the Division's Environmental Database (STEVE) in conjunction with District compliance with CE and NEPA Assignment. Assist Sr EP or designee as directed in conjunction with formal or informal reviews of project files. Ensure availability of materials necessary for compliance and that project files organized in accordance with the Environmental Uniform Filing System.
10%	M	Compose and prepare a variety of correspondence, reports, and justifications and present oral or written reports to managers and staff. Provide updated reports to Sr EP regarding current workload, permit expiration dates, project due dates, and construction monitoring activity.

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

This position carries no supervisory responsibilities.

ADA Notice

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services including budgeting and basic accounting principles; and governmental functions and organization of the various departments within Caltrans. Computer proficiency and knowledge of various computer software applications including Microsoft Word, Microsoft Excel, and Filemaker Pro. The incumbent must also have strong communication and organizational skills.

Ability to communicate and follow direction at a level required for successful job performance. Ability to interact cooperatively and effectively with multi-disciplinary staff. Analyze administrative problems and 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 and present ideas and information effectively. Ability to communicate clearly and concisely both orally and in writing, proofread, and follow oral and written instructions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of state time, equipment, and material. Errors in judgment and inappropriate actions of the incumbent could reflect adversely on the District, the Department, and the California State Transportation Agency.

PUBLIC AND INTERNAL CONTACTS

Must maintain strong working relationships and open communication with internal and external contacts including Environmental Planners, Project and Functional Managers, District Management, District Staff, and Headquarters personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard, manual dexterity, sit for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The building temperature may fluctuate occasionally.

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

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE