

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>DISTRICT/DIVISION/OFFICE</b> 09 / Maintenance District Office	
<b>WORKING TITLE</b> Caltrans Maintenance Region Purchasing Specialist	<b>POSITION NUMBER</b> 909-600-5157-xxx	<b>EFFECTIVE</b>

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 general supervision of the Maintenance Manager II, the incumbent will perform a wide variety of analytical services including budgeting, fiscal control and accounting, contract analysis and monitoring and Region procurement. The incumbent is held responsible for prompt and accurate work, along with excellent customer service. The incumbent will be responsible for all procurement for the District 09 Field Maintenance, regarding material purchases for crews, contracts for services, maintaining and reconciling purchase records, property records and disposition of excess property. Will assist and support various office staff with functions such as Cal Card program, E-FIS programs, hiring support, training support, Must be able work any hours at any time in order to complete assignments and provide support to the Region functions.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

**Percentage****Job Description**Essential (E)/Marginal (M)<sup>1</sup>

40% (E)

The incumbent will analyze spending trend reports and report to the Region Manager II and RAO regarding operational needs for budget purposes and future expenditures based on current spending trends. Assist in the compiling of data from expenditure reports past and present to ensure accurate allotment of funds towards current and future operations. . Requests price quotes from vendors, conducts bid openings, request product information, and works with vendors on delivery and receipt of special orders. Assures all acquisitions are correct, accounted for. Provide budget information to the Region Manager II for tracking Regions allocations and expenses, making sure purchase orders do not exceed allocations.

<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

- 35% (E) Requests the acquisition of materials such as salt, sand, cinders, asphalt, asphalt emulsions, herbicides, pesticides, equipment rental payment, Hazmat contract payment, storm water purchase payment, supplies, emergency orders, service contracts, major equipment, non-expendable equipment, and furniture necessary to support the Region and crews. As field supervisors request material and services. The incumbent determines proper method of purchase per State regulations, preparing drafts for purchase estimates with material specifications, contract delegation order requests, purchase requests, Local Request Electronic Data Purchase (LREDP's), material adjustment reports and receiving records
- 15% (E) Will maintain accurate records of all purchases, transactions and inventories for the Region according to retention schedule and audit. Monitor each maintenance cost center in district 09 and compile reports as needed for the Region Manager II, the RAO, and Area Superintendents. Not to exceed yearly allocations and for future planning.
- 5% (M) Will assist and support various office staff, as needed and requested, with functions such as the Region Cal Card Program, hiring support, training support, emergency responses to public, field and support of the Regional Administrative Officer when needed. May act as backup to the RAO. Maintaining set office policies and reporting back to the RAO concerning operations during RAO's Absence. May exercise supervision of others when acting as backup to the Regional Administrative Officer (RAO),
- 5% (M) Responsible for monitoring and analyzing data. Preparing report's recommendations on procedures for the field and Region into the Regions operating expense/budget spreadsheets for future budget planning. Must maintain integrity of all data input in order to provide correct and current reports of Region's expenditures and future spending needs. Assist the Superintendents with statistical information involving acquisition needs and trends. Maintain and review reports before distribution to management, field supervisors, and superintendents.

### ***SUPERVISION EXERCISED OVER OTHERS***

May exercise supervision of others when acting as backup to the Regional Administrative Officer (RAO),

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Knowledge of materials, methods, tools, and equipment used in highway maintenance; the Maintenance Management System, rules, regulations and procedures for the procurement of materials, goods, and services; rules and regulations of personnel administration and accounting; and principles of effective supervision and personnel practices. Must be thoroughly competent in the use of the English language, mathematics, public speaking, and written communication. Must understand and use computers in the conduct of official business.

Ability to act as lead and direct the work of others.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

Must be able to analyze information; make cost estimates and reports; analyze reports, rules and regulations, and apply to planning, budgeting, cost control, equipment and personnel needs.

During emergencies, the incumbent must be able to analyze problems and make appropriate decisions, as well as organize and direct the work of others effectively. Must be able to communicate effectively at all levels including during highway emergencies.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Errors may endanger State workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense in the maintenance of highways, or damage to State equipment, property and facilities. Failure to make timely and proper decisions could result in lawsuits.

### ***PUBLIC AND INTERNAL CONTACTS***

Contact by phone, letter, and in person with State employees, other government agencies, and private citizens, concerning all areas of procurement. Has daily contact with subordinates and co-workers, frequently regarding sensitive issues. Is required to project a professional and businesslike image, and develop and maintain effective working relationships.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Must be able to work long hours under sometime severe conditions.

## ***WORK ENVIRONMENT***

This position may require some travel throughout the assigned area, in addition to occasional travel to other parts of the District and elsewhere in the State. Emergency response and work at night and weekends may be required as needed.

Standing, Sitting, and Walking are described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing, and walking:

- A. Standing and walking in office – 10%
- B. Sitting - 80%
- C. Bending – 5%
- D. Carrying less than 10 lbs – 5%

Lifting (floor to desk/file cabinets) – Items listed may be any of the following but not limited to: boxes of files from desk and/or floor to file cabinets or cupboard shelves.

Carrying – Move boxes of files from floor/desk to desk/floor or cupboard shelves.

Overhead reaching – Grasping packages of paper from over the copier to load in copier.

Other Reaching – Picking up faxes.

Bending/Crouching/Squatting/Crawling – Bending to pick up paper and supplies.

Simple Grasping – This activity is necessary about 95% of the shift, moving papers on desk and counters, using writing instruments (pencils/pens, etc.) and handling work materials.

Fine Manipulation – This occurs in computer data entry, sorting papers, filing, etc.

Importance of hearing – Essential on the job especially due to answering telephones.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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 with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE