

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES ANALYST	OFFICE/BRANCH/SECTION MAINTENANCE SUPPORT	
WORKING TITLE ADMINISTRATOR	POSITION NUMBER 910-600-5157-003	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 general direction of the Chief Maintenance Engineer, perform a variety of technical and analytical administrative activities within the Maintenance Branch. As experience is gained, will be assigned more challenging work and may function as a lead person on project assignments.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Compute and analyze the annual resources and budgets within the Maintenance Branch. Tracks resource expenditures and updates the Chief Maintenance Engineer regarding budget information. Establishes, monitors and maintains computer database for tracking branch resources. Assist in preparation and review of Purchase Requests for Visa purchases or Headquarters generated Purchase Orders. Checks for completeness and accuracy. Maintains PCARS data base system as necessary. Analyze and reconcile CalCard Statement of Account and submits to Headquarters Accounting on a timely basis. Performs data entry into Operating Expense Tracking Database (OET) System for all purchases and invoices paid by Office Maintenance.
35%	E	Serve as the Delegated Maintenance Agreement coordinator. Dealing with local agencies need computative, analytical thinking, and partnering skills to enter into an agreement advantageous for the State. It involves computation for time-related work, length and areas to be maintained. It also involves analyzing the agreement language, and ensuring cooperation of local agencies. Process executed Delegated Maintenance Agreement with HQ legal. Track, balance, and process payment Total Expenditures for 16 local agencies utilizing AMS/Advantage. Monitor MAZEED Program budget. Verify MAZEED Daily Reports utilizing AMS/Advantage and process receiving record and prepare Data Monthly Project Report to HQ.
10%	E	Order supplies, computers, and other equipment for Maintenance Design and Engineering Branch, process Purchase Request, reserve conference rooms, coordinate meetings, coordinate Quarterly Safety Meeting, and process report for Safety Meeting. Log in and distribute Conceptual Report, maintain Inventory Records for new and old equipment, process other reports, and update route slips.
5%	E	Provide support to other Maintenance & Operations Units, and may assist with other duties as needed and directed by the Maintenance Engineering.
5%	E	Tracks correspondence and assists in response to local entities, citizens and Region staff. Responsible for delivery of all Maintenance incoming and outgoing mail and distribution of District Office Maintenance Branch Payroll Warrants.
5%	M	Tracks Region Capital Work Plan information, maintains Work Plan files and monitors resources for Capital Projects. Establish and monitor database for tracking Maintenance Support activities. Review Maintenance Support expenditure charges to determine project hour balances.

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

Normally this position does not supervise; however, the incumbent may be called upon to act in the absence of the supervisor for a short duration. The incumbent will receive general direction from a Senior Transportation Engineer.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to analyze basic math equations pertaining to Delegated Maintenance Agreement and fiscal management is necessary. Incumbent must have the ability to correctly analyze resources, expenditures and Branch budget. Incumbent must have or develop the ability to analyze written correspondence for proper verbal structure and format.

Incumbent must have knowledge of principles and practices of general business management, modern methods of public and business administration, fiscal management, basic administrative analysis and budgetary procedures.

Incumbent must have working knowledge of desktop computer software applications such as spreadsheets, word processing and database management programs.

Incumbent must have knowledge of purpose, organization, policies and procedures of the Department. Understands the Departments mission, purpose goals and objectives.

Incumbent must possess ability to analyze data, develop ideas and present information correctly and effectively both orally and in writing. Must interpret and apply rules and procedures. Must have strong ability to track and organize data and possess interpersonal skills necessary to become an effective team member.

Incumbent must have the ability to use own initiative to take appropriate action as dictated by schedules, receipt of information or documents. Must have the ability to handle multiple tasks efficiently and must have the ability to interact with the public professionally and courteously. The incumbent must have the ability to effectively use PC-based software programs for database purposes. Must be able to develop and maintain efficient files, establish records and coordinate information relative to all administrative assignments. Must be able to estimate and budget for future needs the cost of personnel, equipment, services, supplies and working space.

The incumbent must possess a valid Class C, California Drivers License.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will serve as an administrative resource person for the Maintenance Engineering Branch. Decisions made could be used as the basis for actions taken by others. Improper judgments and errors made by the incumbent could result in the District's inability to provide critical project information and responses to the public in a timely manner. Failure to understand and incorporate good administrative judgment may result in unnecessary expenditure of time, materials and create excessive delay when dealing with public or legislative inquiries.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with Headquarters, District and Central Region staff, Project Managers, local agencies, legislative representative and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must keep up with the request for information with a short turn around time for response. The incumbent may also be required to do traffic counts for a long period of time.

WORK ENVIRONMENT

The incumbent will receive general direction from a Senior Transportation Engineer. Supervision over normal operations is broad with detailed instructions given on critical or complex technical matters.

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)

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