STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	District 12/Administration/Business Services Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Property Control Program Liaison/ TRP Point of Contact	912-015-5157-xxx	

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 direct supervision of the Staff Services Manager I (SSMI) in the Business Services Branch, the Staff Services Analyst, performs analytical duties pertinent to property control activities within the Branch. The incumbent is responsible and serves as the Technology Recovery Plan (TRP) Point of Contact (POC) for the District. The incumbent will demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Establishes and maintains cooperative professional working relationships with district personnel, other governmental agencies, and staff. Functions as District Property Control Program Liaison to Department of Procurement and Contracts (DPAC) Property Control staff by responding to telephone calls, inquiries, and providing detailed information as needed. Oversees all the district property control functions by continually providing services, training, and direction to district customers to ensure the district property control activities are performed in accordance with DPAC, State and Federal laws, departmental policies, standards and controls. Access the Enterprise Resource Planning Financial InfraStructure (E-FIS) Advantage & InfoAdvantage financial systems monthly to research Nonexpendable Equipment Purchase Reports and develops quarterly Equipment Purchases Report, with recommendations to the D12 Deputy District Director of Administration. Process all forms dealing with lost, stolen or destroyed/damaged State equipment, researches to determine which expendable or nonexpendable state property was stolen, and files a police report on stolen state property with the California Highway Patrol (CHP); Maintains and evaluates D12 computerized database for District Property Control; runs and analyzes property control reports for Branch Chief. Adjusts property control database when property is lost, stolen, transferred or surveyed. Submits and processes all Property Survey Reports (PSR) to Department of General Services (DGS) for the District. Maintains computer data regarding all surveyed equipment that comes into the district as well as surplus equipment surveyed out. Obtains approval of Property Survey Reports from the DGS. Works with the Facilities Coordinator to ensure pick-up of surplus property within time frames as specified in the State Administrative Manual (SAM).
20%	E	The incumbent will run an inventory report from the district's inventory database, used to analyze the district's property control program to ensure adequate internal controls are in place, finds loopholes, develops recommendations for process improvements involving DPAC compliance or SAM; participates in cross functional work groups and/or task teams on special projects; develops guidelines and training materials for district employees for property control. Engages in research, analysis and interpretation of Federal and State requirements related to property control, evaluates and monitors customers' property control activities for compliance with such requirements, and provides recommendations to management on any updates or changes to processes that may be necessary.

15%	E	Has full responsibility for tagging and monitoring compliance of all expendable and non-expendable State equipment property, in accordance with the requirements of the SAM. Responsible for distributing the inventory coming in and out of the District, once items have been received by staff, responsible for stock receiving items. Initiates New Equipment Identification, Transfer and Accountability Record for new equipment and ensures information matches with descriptions of Contract Delegation Purchase Order (CDPO)/ Purchase Request (PR) obtained from stock receiver. Provides guidance and advice to District Property Coordinators to ensure that all new expendable and non-expendable State equipment/ property, in accordance with the requirement of the SAM, are entered into the property database. Records transfer of equipment, both incoming and outgoing. Independently, develops and monitors District's compliance with the 3- Year Physical Inventory Plan, in accordance with the SAM and makes recommendations to Branch Chief. Obtains certification of compliance from Deputy District Director of Administration, and facilitates the submission of the certification to DPAC Property Control. Completes special assignments, inquiries, and other projects as directed. Coordinates and facilitates district property coordinator meetings. Provides guidance, and advice to District Property Control Coordinators. Coordinates and oversees the cycle counting of the items maintained in district property records to ensure a complete inventory is conducted every three years. Reconciles District Property Database to match physical inventory count.
10%	E	Independently, reviews and analyzes proposed legislation and advises management on the impact or potential impact. Chairs the Property Survey Board by documenting and analyzing thefts and damage to State property. Assures that all incidents are reported and that all documents are prepared in a timely manner. Prepares reports and recommendations as Chair of the Property Survey Board to assist in the decision regarding whether or not negligence is a contributing cause of the loss. Provide input to supervision/ management and division of human resources if an incident involving negligence may be cause for disciplinary action.
10%	E	Serves as Point of Contact for the District's Technology Recovery Plan (TRP,) provides for continuity of computing operations in support of critical business functions, facilitates orderly, preplanned responses to incidents, produces the greatest benefit from the remaining limited resources, and achieves a systematic and orderly migration toward the resumption of all computing services within an agency following a business disruption. The Analyst works independently with the Information Security Office (ISO) to keep its TRP up-to-date and provide annual documentation for those updates to the California Office of Information Security (the Office). Works with the Division of Information Technology in the IT Assets Management procedures.
5%	M	The incumbent will be available to provide coverage to the Business Services Branch, which includes: Facilities, Security, Mailroom, Motorpool, Cashier and District moves. Incumbent will also need to move, lift and carry boxes weighing approximately 25+ lbs from one area to another. Will be expected to work with facilities moving, pushing, and pulling equipment carts from one location to another in the District office.

[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

No supervision required over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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The incumbent must have knowledge of principles, practices, and trends of public and business administration, budgeting, facility management, and State contract and procurement processes. Must have the ability to read, understand and apply law, rules, policies and procedures including those found in the Government Code, State Administrative Manual, applicable federal regulations, and applicable regulations of Caltrans and the Department of General Services (DGS). A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform independently. The incumbent must be able to make presentations and represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. The incumbent must be able to establish and maintain cooperative working relationships with peers, managers, Caltrans employees, and the public. The incumbent must exercise good judgment. The incumbent may be required to prepare and present findings and make recommendations on specific problems. Ability to communicate effectively in writing and orally; reason logically and enlist appropriate resources to assist in problem solving; and prepare clear concise reports. The employee must have the capability to analyze information provided by internal units/functions and determine the impact of that information on the State, while ensuring that all legal requirements on the part of the department are met. This position must adhere to the customer service standards set by his/her unit and provide high quality service, productivity and efficiency. The incumbent must have the ability to analyze circumstances and come up with sound decisions; must have computer skills such as Microsoft Word and Excel. The employee must be able to analyze operational needs and implement a good course of action to meet these needs; apply general policies and procedures to specific issues; analyze problems and determine alternative solutions; present ideas and information effectively, both orally and in writing at a level necessary for successful job performance; and follow oral and written directions. Possession of a valid California's driver's license is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be assigned work which involves complex analytical tasks with specifically defined objectives including priorities and deadlines. The incumbent's work will influence districtwide property control activities and errors or omissions could result in violations of statutory requirements. Poor judgment and incorrect decisions could result in audit findings and loss of public trust. This position requires logical evaluation and creative approach in solving problems, having a variety of resources, while adhering to established policies and regulations. Poor judgment or errors could cost the state a substantial amount of funds, time and effort. Inaccurate planning as to future building and property needs may cause increased building operation costs, serious inconvenience to employees and possible loss of state property. Failure to make sound decisions can result in delays in project-related work and dissatisfied internal and external customers. Errors in judgement could affect the safety and protection of employees. The incumbent's actions will directly affect the Department's commitment to efficient operation and its ability to achieve its mission and objectives.

PUBLIC AND INTERNAL CONTACTS

The incumbent has contact with departmental employees districtwide, other State agencies, the public and outside vendors. At all times the incumbent will conduct him/ herself in a courteous and professional manner. There is daily contact with Caltrans employees as well as frequent contact with other agencies, outside vendors, contractors, building engineering staff, building security staff and the general public. Incumbent must have the ability to deal with situations in a courteous and professional manner. May have interaction with Deputy District Directors, District Division Chiefs, supervisors and employees regarding confidential and sensitive matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to perform such task as walking, climbing up/down stairs, bending, stooping, standing and kneeling. The employee will be required to lift and carry equipment/boxes weighing 25+ pounds and large cumbersome items from one location to another. The employee will be required to sit for long periods of time using a keyboard and video display terminal. The employee will be required to deal with stressful and emotionally charged situations with employees or the public, must be able to work under pressure, meet deadlines and maintain a helpful, positive attitude. The employee must work with sensitive and confidential material; be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment; be required to handle several issues at a time; be able to prioritize tasks as necessary; be able to develop and maintain cooperative work relationships; value cultural diversity and other individual differences in the workforce; grasp the essence of new information and master new technical and business knowledge.

WORK ENVIRONMENT

The base of operation will be in the District Office. The incumbent will be expected to work outdoors. While in a multi-

story office setting, he/she will be working in a climate-controlled environment with artificial lighting. A cubicle work area will be assigned in an open floor configuration; cubicle walls may have 4 or 6-foot panels; since the area is an open floor configuration, the work environment will be noisy. The position work area is located in the District stockroom. The employees travel from building to building in the course of their duties and may be exposed to extreme weather conditions when away from their base of operation. Employees also travel to District locations on occasion.

Working hours will be five (5) days a week, Monday through Friday, 8:00 am to 5:00 pm.

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