

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	District 12/Division of Administration/Business Svcs. Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Security/Emergency Evacuation Coordinator	912-015-5157-003	

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 direct supervision of the Staff Services Manager I (SSM I) in the Business Services Branch, the Staff Services Analyst is responsible for various analytical functions. The incumbent will manage the District's security access control system, serve as the Contract Manager for the District's Security Guard Master Service Agreement, serve as the Emergency Evacuation Coordinator, and as the District's Recycling/ Records Coordinator. The incumbent will demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds customer expectations.

**TYPICAL DUTIES:**

Percentage		Job Description
35%	E	Manage the District's security access control system (Hirsch Velocity). Review requests for building access and ensure compliance with the Statewide Operations Security Manual. Determine appropriate level of access for District employees, partnerships, vendors, etc. Approve access or recommend further action and/or review from management. Process new or duplicate card requests. Maintain and backup the access control system database on a weekly basis. Create access reports by location, and analyze and interpret findings of access reports for managers/supervisors. Manage and track access card authorization forms for daily, weekend, and holiday access. Ensure digital video recorders for various floors of the District office are operational by troubleshooting, initiating repair requests, and updating software in order to maintain a secured facility. Preserve and maintain the District photo identification badge system (Via Net). Review PERMIS employee report from Headquarters on a monthly basis and reconcile with Via Net system. Maintain and operate the Via Net Data Card Identification computer system. Process new and replacement Via Net cards. Update monthly report of expired Via Net cards. Anticipate and complete purchases for equipment, supplies, and service needs for the security access control system in accordance with Headquarters Procurement (DPAC) rules and regulations. Interact with the District's Budget and Information Services Branch.
30%	E	Serve as Contract Manager for the District's Security Guard Master Service Agreement. Analyze time sheets and pay grades, recognize when amendments are needed, and write amendments to the District Security Guard Master Contract for the District Office and Batavia Maintenance Station. Analyze and prepare annual budget according to established policies for security guards. Research and write up post orders for Security Guard Station in District 12. Act as security liaison with Headquarters Security Operations, CHP, and law enforcement agencies. Review monthly time sheets and invoices. Monitor and track monthly expenditures utilizing Microsoft Excel and EFIS computer system. Communicate with Headquarters on security-related policies and issues. Receive and process incident reports of Lost, Stolen, or Destroyed/Damaged State Property in accordance with the State Administrative Manual. Monitor the Homeland Security Threat levels for any actions to be taken in the District.
15%	E	Serve as the Emergency Evacuation Coordinator. Incumbent will keep up-to-date with the latest information regarding emergency preparedness by attending the annual emergency awareness training by Property Management, FEMA online training, and CHP's Safety Services Program Meetings. Coordinate and revise the District's building emergency evacuation plan to ensure consistency with local agency plans. Implement District's plan in the event of natural disaster or other emergency. Plan, organize, and coordinate annual employee evacuation drill in partnership with the District's Facilities and Security Coordinators. Assess the need for emergency equipment and supplies and develop cost analyses for purchases. Coordinate the purchase of tools, food,

## POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

---

10%	E	and water in preparation for a major earthquake or disaster. Coordinate and present Emergency Preparedness training, education, and information to the District office's floor wardens and floor monitors. Facilitate quarterly meetings with all emergency evacuation floor wardens and monitors. Incumbent will be responsible for the District Recycling Program. Act as a liaison between the District, Headquarters and the Integrated Waste Management Board. Will work with local public agencies and vendors for information on recyclable material. Gather and compile reports from various divisions for the District's annual recycle report. Monitor copy centers and break rooms for recyclable paper, plastics and cans. Work with building property manager on any new recycle programs.
5%	E	Act as the District's Records Coordinator. This includes proper records management practices used in accordance with Headquarters and State mandates. Facilitates retrieval and archiving of District records, reviews retention periods to satisfy audit and legal requirements. Oversee the transfer of Records from Divisions to the State Records Center (DGS). Meets with Divisions on their Records Retention Schedule. Gather and compile record reports for the District Annual Record Reporting to HQ. Maintain and inventory the Districts records Tab Tracker.
5%	M	Provide backup coverage to other areas of the Business Services Branch including Facilities, Mailroom, Motorpool, Cashier, and District moves. Move, lift, and carry boxes weighing approximately 25 pounds from one area to another area. Work with Facilities in moving, pushing, and pulling equipment carts from one location to another in the District office.

<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.

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

---

### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have the ability 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 is responsible for working cooperatively with all internal and external customers. 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.

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 driver's license is desirable.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to make sound decisions can result in delays in project-related work and dissatisfied internal and external customers. Errors in judgment 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 employee will have frequent contact with employees, and supervisory personnel in the District, as well as with outside agencies and the public.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to perform such tasks 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

**POSITION DUTY STATEMENT**

PM-0924 (REV 09/2013)

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 may work perform outdoor work. 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; the work environment may be noisy.

Working hours will be five (5) days a week, Monday through Friday, 8:00 am to 5:00 pm, with a one-hour lunch break.

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