

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Staff Services Analyst	Office of Policy Development & Quality Assurance	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Publications Editor	913-110-5157-xxx	June 2015

**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 Office Chief, Office of Policy Development and Quality Assurance, a Supervising Transportation Engineer, and with general lead direction from the Senior Transportation Engineer, the Staff Services Analyst is responsible for performing professional-level technical and/or analytical administrative work in maintaining and updating the Local Assistance Procedure Manual (LAPM), Local Assistance Program Manual (LAPG) and other publications for the Office and Division. Assigned duties may include more than one type of analytical work.

**TYPICAL DUTIES:**

Percentages

Essential (E)/ Marginal (M)<sup>1</sup>

Job Description

40% (E)

Analyzes various Local Assistance policy updates to assess the need for changes to the LAPM & LAPG. Performs the editing, proof reading, publishing and distribution of revisions and updates of all publications in a timely manner. Analyzes and processes the reviews and comments on the LAPM & LAPG updates from the internal and external reviewers. Provides subject matter expert chapter authors with the LAPM & LAPG development guidance. Keeps current the distribution procedures and revise procedures and working templates as needed. Maintains and archives the publications to ensure that files are updated. Must stay current with the development of Microsoft Word and other word processing software and technologies and implement them to the development of all publications.

30% (E)

Under the guidance of a Senior Transportation Engineer, prepare the LAPM & LAPG updates to the Office Chief and other managers, studies user feedbacks and makes recommendation regarding publication updates; develops and maintain the LAPM & LAPG publication revision plan; schedule revisions; identify and assign appropriate specialty experts to author revisions; and track and maintain data in electronic form.

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- 20% (E) Coordinates with Local Assistance Webmaster in posting the LAPM & LAPG updates on the Division of Local Assistance (DLA) internet home page (DLA Website). Provides quality control to ensure that the information disseminated in the DLA Website is consistent with the approved new and/or revised the LAPM & LAPG chapters.
- 10% (E) Responds to inquiries from customers in Caltrans, local agencies, and FHWA relative to the publications. Suggests revisions and updates to the Senior Transportation Engineers, to address the LAPM & LAPG user concerns/complains.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent provides functional direction and general assistance to the districts and divisions involved in the Local Assistance program. The incumbent does not provide direct supervision to any employees.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of Caltrans' role in administering the Local Assistance Program.
- Knowledge and ability to effectively and efficiently use personal computers and related software: Microsoft Office including but not limited to Word, Excel, Access, Outlook, and PowerPoint.
- General knowledge of Federal and State laws, regulations, and policies related to Federal-aid and State funded projects for which local agencies are responsible.
- Ability to use social media tools to communicate information to partners and customers
- Ability to work well with people at all levels within the Department and outside.
- Ability to exercise sound judgment and demonstrate effective decision-making.
- Ability to quickly grasp new ideas and incorporate them into existing procedures and policies.
- Ability to work independently as well as part of a team.
- Ability to communicate both written and orally effectively using strong English grammar skills.

The incumbent must be able to reason logically, creatively, and be innovative to resolve problems and issues. The incumbent must have the ability to analyze data and information from numerous sources, and present ideas, information, and alternatives concisely and effectively. Must have the ability to prepare detailed instructions, guidance and documentation of all work activities.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERRO

The incumbent is responsible for decisions, actions, and consequences inherent in planning, organizing, and directing Local Assistance program activities. Sensitive, controversial, or highly technical decisions are reviewed by the Chief, PDQA. Errors would lower the Department's credibility in dealing with the FHWA and local agencies resulting in the loss of Federal funding at the State and local level, and projects delays.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with persons within the Division, other HQ divisions; Caltrans District staff, FHWA, Universities, and local agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately and professionally to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities may require walking, climbing, and balancing. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, other state and federal agencies, and to the project sites. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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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)

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EMPLOYEE (Signature)

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Date

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

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Supervisor (Print)

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Supervisor (Signature)

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Date

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