

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Division of Design-Landscape Architecture Program	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Analyst	913-250-5157-001	March 1, 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 general direction of the Chief, Office of Strategic Information and Business Management, the Staff Services Analyst performs work of average difficulty relating to Program support and assists in the preparation of policy, guidance and standards.

Assists Division of Design staff in development and management of guidance documents and Program monitoring tools. Reviews documents, including correspondence, manuals, and standards to ensure compliance with Departmental policies and regulations.

TYPICAL DUTIES:

Percentage		Job Description
20%	E	Under direction of the Office Chief or lead, develop and maintain Division of Design databases. Analyzes and assesses the existing record keeping system and records retention schedule using SAM laws and guidelines to develop a work plan for making improvements, including recommendations of alternatives for protecting vital records. Recommends which records should be stored as manual files, which records should be scanned and stored in the document retrieval system to ensure files/records are readily accessible. Provides guidance and direction to staff on gathering vital information in maintaining essential records. Maintains a working knowledge of the Americans with Disabilities Act (ADA) and the Information Practices Act (IPA) as they relate to Records Management. Assesses whether a record is considered confidential in accordance with the ADA and the IPA and ensure distribution of the confidential information is limited accordingly. Conduct research on records retention requirements. Serves as a liaison to the departmental Records Officer.
20%	E	Assist in the development and review of design documents prior to submittal for final approval through Division and department management, Legal and Accounting Services. Act as liaison with other division offices and Director's Office staff to resolve language and formatting issues and obtain required approvals.
15%	E	Collect and analyze project and policy related files from the production of projects. Ensure Division files are placed in the Division of Design records system.
10%	E	Assist with the production and maintenance of various guidance documents for those developing transportation projects and ensure that appropriate governing policies, statutes and regulations are applied. Assist in the dissemination of changes in policy, and guidance for those developing projects.
10%	E	Assist the Office Chief with office operational needs, including the management of copy and print equipment. Coordinaties and/or distributes legislative bill analysis, out-of-state/country travel, California Public Records Act, awards, and forms management. Performs special assignments as directed.
10%	E	Review and process training requests, Travel Expense Claim reimbursement requests, develop a tracking system to monitor training costs, effectively answer complex training questions (from staff statewide), work independently to solve training logistic problems, analyze training evaluations, coordinate with instructors/vendors and training course schedules and develop spreadsheets summarizing training expenditures.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

5%	M	Perform duties related to a range of administrative services, including contract activities, and office administration. Independently processes invoices and ensures proper payment for training and Travel expense expenditures made to Accounting by utilizing their current policies and regulations. Prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines.
5%	M	Manage the Division Library, including reduced plans, special provisions and estimates for transportation projects for use by Division staff. Analyze and respond to requests for library related information.
5%	M	Write comprehensive monthly and quarterly management reports involving Landscape Architectural technical training, Caltrans' professional licensing assistance program for landscape architects, and Certified Professional in Erosion and Sediment Control activity.

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

Incumbent does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The incumbent must possess a thorough knowledge of Departmental organizational and administrative and budget processes and have an understanding of relationships between various functions in Headquarters as they impact the Program.
- Must have the ability to work cooperatively with teams in both leadership and participant roles and be able to work independently and effectively to coordinate with various levels of management and staff.
- Must be able to communicate well orally and in writing and also build and maintain good cooperative working relationships.
- Must be able to use a wide variety of resource materials and have the ability to extract specific information for application to landscape architectural and training activities.
- Must be familiar with word processing, spreadsheet and databases software, CTIPS, PCARS, and EFIS.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops a wide variety of information and reports. If the information is not correct and timely, it can have major impact on Program wide management decisions and could adversely affect operations and project delivery. The incumbent must be able to provide effective and timely responses to his/her assigned work, resolving minor problems, and scheduling and prioritizing work.

PUBLIC AND INTERNAL CONTACTS

Must be able to develop and maintain cooperative working relationships. Internal contacts will be made throughout the Department at all levels. External contacts with consultants and vendors may be made from time to time as necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC, keyboard and video display terminal.

WORK ENVIRONMENT

Incumbent may be required to work in Districts throughout the State. Overnight travel may be required.

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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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