

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION D3 North Region Division of Engineering	
WORKING TITLE Division Administrator/Resources Coordinator	POSITION NUMBER 927-200-5157-XXX	EFFECTIVE DATE August 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 supervision of the Office Chief (Supervising Transportation Engineer) and Branch Chiefs (Senior Transportation Engineers), and in a learning capacity, the incumbent coordinates with District 3 North Region engineering support staff on training; procurement of office and field supplies and IT equipment; contract payments; task orders; plans, organizes and performs a variety of technical and analytical administrative activities; organizes and performs engineering file system activities. Serves as the Design North and Surveys (Eureka) Administrator in the use of the design workload estimating tool application, known as "HAL" to support task management, the Caltrans project management process, including project assignments and branch workload planning. Duties include, but are not limited to the following:

TYPICAL DUTIES:

Percentage		Job Description
30%	E	In a learning capacity, generates and modifies project staffing plan recommendations utilizing techniques in the design workload estimating tool application (HAL) through coordination with all Project Development seniors. Utilizes data from project management software programs and databases (PRSM) to produce a wide variety of reports to monitor costs and schedules, and to report to management on the status of projects and to post data in the division's quarterly Business Plan performance reports on items related to milestone delivery and support costs. Prepares and updates HAL and PRSM data and produces a variety of reports and spreadsheets for all North Region Managers for purpose of estimating existing month-to-month and future month-to-month project workload and staffing needs. Provides to North Region Supervising and Senior Engineers, workload analysis including current and possible future schedule slippages, resource overruns, functional workload peaks, or other conditions which may jeopardize project delivery; compares and contrasts HAL data with PRSM data, identifies, analyzes, and reports discrepancies and variances between the two data base sources and recommends appropriate action for reconciliation; provides recommendations for implementing, updating, and managing all tasks critical to the delivery of their capital projects.
25%	E	Assists in the production and distribution of the comprehensive North Region Project Development Business Plan Performance Reports on a quarterly basis. Regularly gathers statistical information on the performance of all goals identified in the business plan from a variety of sources and insures input into the division's Business Plan database. Creates preliminary reports from the database when requested and at the close of each quarter to verify data accuracy and completeness and circulates among seniors and managers for verification, update or modification of data prior to producing and distributing a final performance report for each quarter. Analyzes results, develops draft summary for the report and provides recommendation for implementing tasks to achieve business plan goals. May work with North Region Consultant Services Office and Task Order Manager on A&E contract documents, task orders and making sure bills are processed and paid. Coordinates requests and oversees status of service contracts and payments.
20%	E	Coordinates with District 3 engineering support staff to serve as focal point for purchasing office, field, IT equipment and supplies for North Region engineering staff housed in District 1. Maintain an inventory database for office and field supplies and IT equipment and analyze inventory database to determine future equipment and supply needs. Prepare proper forms to survey out and transfer equipment as needed.

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- 10% E Provide administrative support implementing and maintaining an electronic entry and retrieval system (DRS) from which clients can obtain data regarding as-built and approved contract plans, project history files, projects summary black books, design exception fact sheets, cooperative agreements and other related information. Assist in the organization and maintenance of other engineering file systems, which include, but are not limited to: approved contract and as-built plans, microfilm, project history files, project summary black books, design exception fact sheets, cooperative agreements and other engineering documents. Ensure that project documents are archived according to departmental guidelines and manuals and based on State retention period requirements when appropriate. Maintain files for contour maps, quadrangle maps, county maps, freeway agreements, freeway adoptions, and other maps, files and documents in use by the Department. Assist District engineers and the public in retrieval of project plans (as-builts) and related engineering documents in a timely manner.
- 10% E Coordinates with District 3 engineering support staff to serve as focal point for the training program for North Region engineering staff housed in District 1. This includes, but is not limited to, working with instructors to develop and schedule classes and enroll trainees, gathering course information from instructors, production of instructor and trainee materials, class rosters and sign-in sheets; secures LMS course numbers and session numbers as required, develops and circulates announcements of courses offered, monitors enrollment and attendance, course completion records, statistics, and trainee feedback, and enters the resulting data in the division's training database. Maintains the Design North training calendar and training web page. Serves as an active member of the Design and Engineering Service Training Team (DENTT), which includes, but is not limited to creating and providing reports for discussion during regular meetings of the team from data contained in the North Region Training Database and for providing supervisors with proposed annual training priorities for their analysis and review. Also identifies and recommends internal and external training alternatives, including rotational assignments and cross-divisional training to North Region Design seniors. In collaboration with the division's regional Staff Development Coordinator, coordinates formal and informal inter-divisional rotation assignments for North Region Design staff housed in Districts 1.
- 5% M Coordinates with District 3 EEO office staff and District 3 Transactions Liaison in collecting annual form 700, annual emergency notification forms, Title VI forms, IDP's etc. Works with supervisors to help with administrative duties. May need to help often on tasks with short deadlines and the need for a very high degree of accuracy and thoroughness. Develops and recommends changes to the administrative operations of the office making it more functional.

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a basic knowledge of Caltrans' project management processes and the Caltrans project development process, including the activities that are required to develop a project; must have a basic understanding of critical path analysis as related to staffing needs at the project level and the program level; must have a basic knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), PRSM, data availability from the Caltrans project managers, functional managers and existing project related information systems; must have ability to prepare a variety of reports and possess knowledge and skills in desktop computer program usage, including Microsoft Word, Excel, email, FileMaker Pro, and Access databases. Requires hands-on experience analyzing the status of Caltrans projects using sophisticated computer workload estimating and staffing planning tools. Must be able to communicate effectively, and analyze data accurately.

Ability to: Learn how to demonstrate initiative and follow-up in performing assignments; perform numerical and statistical calculations to provide accurate information; gather data, reason logically, make appropriate recommendations, and develop recommended solutions to budgetary, planning and management issues, be innovative, accept changing policies

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and time frames outside personal control, and meet and deal tactfully with co-workers, the public, and representatives from other agencies (local, State and Federal). Must be able to explore and recommend possible procedural modifications that may result in a more efficient use of resources, recommend improvements and adopt effective course of action. Must be able to work with his/her supervisor to establish priorities in various areas, and evaluate progress in each area.

Analytical Requirements: Must be able to modify, analyze and evaluate project information with general direction from Project Development seniors; analyze a variety of administrative problems and have a basic understanding of roadway improvement plans, changes made by the project development team and the possible effects upon the scope of the project. Under direction, must learn the ability to reduce broad requests for information down to essential elements so as to make the best use of resources. Must be able to understand the processes into which the incumbent's responsibilities fall, and project the effect changes at his/her level may generate. Be able to review various processes, determine modifications that may result in a more efficient use of resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the timely initiation and execution of daily tasks and for ensuring that priorities as assigned are accomplished. Inaccurate reviews and/or analysis may result in the loss of project delivery control and inaccurate project expectations. Inaccuracies in data analysis and reporting could result in incorrect staffing levels, project submittal delays, increased project support costs, substantial delays of project completion, which, in turn, could cause an increase in project costs, loss of Federal funds, loss of programming opportunities, and loss of credibility within Caltrans, the Legislature, the CTC and various other public agencies and loss of good will for the department or poor quality products leading to contract changes and construction claims. Noncompliance to program guidelines in monitoring allocations and expenditures may adversely over or understate budget expenditures and projections, resulting in the potential for decisions to be made based on inaccurate data, which in turn, could result in the mismanagement of million of dollars in public funding.

PUBLIC AND INTERNAL CONTACTS

To accomplish assigned tasks the incumbent has frequent contacts with all levels of management within the Region, District, and Headquarters personnel. Must maintain strong working relationships with the Division Chief of Project Development and work effectively with Project Development Office Chiefs and seniors in the division. Incumbent must work closely with the Division Chief and managers and have the ability to work with personnel in the Administrative Service Center personnel and other Headquarters functions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit of long periods of time using a keyboard and video display terminal, move large of cumbersome design plans and diagrams from one location to another up to a maximum of 25 pounds. Incumbent is frequently challenged to analyze and prioritize work situations and take effective action to resolve problems encountered and to coordinate multiple assignments and tasks effectively and efficiently while maintaining a pleasant and professional demeanor.

WORK ENVIRONMENT

While at his/her base of operation, incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with heating and air conditioning, the building temperature may occasionally fluctuate to uncomfortable level.

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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.)

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