

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION North Region - Right of Way (Eureka)	
WORKING TITLE Project Delivery Support, District 1 Right of Way	POSITION NUMBER 927-400-5157	EFFECTIVE DATE

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 supervision of the Senior Right of Way Agent, the incumbent perform various administrative duties involved in Capital & Support budgeting and monitoring project scheduling, Funding and Projections and Certification of Projects for Project Delivery, Project Coordination and Planning & Management. Responsible for reliable Right of Way resource request and tracking. Incumbent is responsible for accurate data entry of capital expenditures and encumbrances as well as schedules and project delivery information into various data systems.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
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25%	E	CAPITAL, SUPPORT AND SCHEDULES
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Under guidance, develop annual Right of Way (RW) Project capital needs for Eureka RW Field Office. Input capital requirements from data sheets/estimates and other sources into various RW Management systems, including Regional RW database (RWDB), Project Management Control System (PMCS) and Project Resourcing and Schedule Management (PRSM). Monitor capital expenditures, resources and changes to project schedules. Make adjustments to RWDB, PMCS and PRSM as needed. Monitor and balance capital shown in PMCS with current fiscal year allocation and programmed capital approved by California Transportation Commission. Attend RW pre-status meetings and participate in discussions affecting project capital requirements.

20%	E	PROJECT COORDINATION
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Assist in the monitoring and coordination or work inputs such as requests for permits to enter, data sheets/estimates and mapping. Requests functional clearances and monitors to make sure necessary clearances are completed prior to RW certification milestone date. Determine type and prepare RW certifications insuring compliance with Departmental, State and Federal regulations.

15%	E	CAPITAL TRANSACTIONS
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Insure that all capital expenditure authorizations for 2 and 9 phases are correctly master filed and adequately funded in. Process all capital encumbrance and expenditure transactions in the Eureka RW field office to Accounting. Review and verify accuracy of coding and federal aid data on all RW encumbrances and expenditure transactions. Maintain record of encumbrances and expenditures in RWDB. Process capital payment requests to Accounting; input and maintain capital and resource needs, workload information, parcel information and preparing Right of Way Certifications.

Under guidance, monitor and identify funding problems, analyze and develop alternative solutions, and take necessary measures within the District's budgetary constraints and project delivery requirements to ensure full compliance with all Departmental, State and Federal regulations.

15%	E	PRODUCTION/TRACKING
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Input, monitor and update production counts, such as number of parcels, relocations, demolitions,

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condemnations, permits to enter and data sheets into ROWMIS. Enter parcel tracking information in RWDB such as date of appraisal and acquisition. Prepare or create reports showing status of parcel acquisitions and/or production information.

15% E

PLANNING AND MANAGEMENT ADMINISTRATION

Help maintain RWDB, ROWMIS and PRSM on Eureka Field office projects. Under guidance, develop and provide ad-hoc RW management reports for Regional Office, Eureka Office and individual Project Delivery Team leaders using RWDB and Microsoft Excel. Utilizing RWDB or other available resources, develop and maintain records, and process appropriate budgetary status reports to meet management needs. Serve as field office point of contact in the following systems and databases: PMCS, RWDB, PRSM and EFIS Advantage. Review data sheets/ estimates and enter pertinent information on workload and capital requirements into RWDB, PMCS and ROMIS.

10% M

Participates in Regional Planning and Management meetings and projects. Serve on Quality teams improving Planning and Management processes. Assist Right of Way Project Coordinator reconcile milestone and hour differences between Regional database and Project Management's work-plan status. Provide information to RW Agents on correct time sheet charge codes. Attend Planning and Management council meetings.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have general knowledge of Right of Way procedures and processes. Must have the ability to independently gather and analyze data, reason logically, make appropriate recommendations and develop solutions to budgetary problems. Must have good organizational and computer skills. Ability to work with a variety of computer database systems including software such as Microsoft Access and Excel. Must possess ability to handle multiple priorities and work in a team environment, while working closely and efficiently with others. Ability to develop and implement new and revised procedures.

Must have the ability to confer with all levels of management and coworkers concerning the functions of this position. Must have the capability of developing and maintaining rapport with Headquarters Right of Way, other organizations, and the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for reliable Right of Way resource request and tracking. Consequences of failure in this responsibility can result in the failure to meet project obligations, which can have a detrimental impact on project delivery. This could disrupt community plans and Statewide funding and planning schedules, and could also result in loss of funding, loss of Federal participation as well as adding additional project and program cost.

Responsible for accurate data entry of capital expenditures and encumbrances as well as schedules and project delivery information into various data systems. Failure to keep various data systems updated correctly and provide accurate reports as required could result in management making bad decisions or reporting inaccurate information to Headquarters and possibly to the California Transportation Commission. This could result in considerable additional work to make corrections and could adversely impact affected transportation projects.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of management and coworkers, Headquarters Right of Way, other organizations, and the general public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and display terminal. May require sitting for prolonged periods while analyzing both printed and electronic data. Physical requirements include ability to: file, use various types of copy and facsimile equipment.

Mental requirements include the ability to remain focused for long periods of time while also being able to be flexible. Ability to develop and maintain cooperative working relationships, remain calm, patient, professional and respectful when dealing with the public and others on sensitive issues, handle and respond to multiple tasks with ever changing priorities, processes and workload fluctuations. Maintain sustained and focused attention to detailed, complex, and varying assignments in a busy work environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting in a workstation with an open floor plan, cubicle-type office environment.

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