

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION District 3/North Region Environmental
WORKING TITLE Environmental Project Analyst	POSITION NUMBER 927-801-5157
	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 the supervision of the Office Chief, North Region Environmental Services North, a Project Analyst will perform analytical work of average difficulty. Incumbent will utilize various applications to support environmental management; the Caltrans Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS); Project Resource and Schedule Management (PRSM) tool. Incumbent will ensure that the Caltrans environmental management process, including project planning, scheduling, and statusing processes, and Critical Path Method (CPM) techniques are implemented. Travel may be required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	With guidance, and in the support of and coordination with the Environmental Managers, incumbent assist with the creation, modification, and maintenance of project work plans; working with management and staff, manage resources and schedules for projects; make project schedule adjustments, and direct or re-direct resources to accomplish the successful delivery of projects; analyze and forecast project resources. Alert Environmental Managers to possible resource problems, functional workload peaks, or other conditions which may jeopardize project delivery.
25%	E	Plan, track, and analyze legal documents, advising management and staff on document content. Incumbent must be able to enhance documents and maps with graphics, labeling and formatting; a firm understanding of input and output resolution, dpi, lpi, line art, grayscale, RGB and CMYK for optimal product results is necessary.
20%	E	Incumbent will be involved in analyzing budgetary requirements and providing financial recommendations for fiscal decisions and transactions. Incumbent will be responsible planning and implementing purchase orders.
10%	E	Evaluate, analyze and plan for management, staff, and office needs. Maintain consistent communication and follow-up with the Office Chief and resolve any issues in a timely manner. Manage equipment room and determine whether property is well maintained. Review inventory lists and determine origin of property; complete necessary paperwork to properly document inventory. Conduct periodic inventory audits, and survey out obsolete property.
5%	M	May be required to report on project related matters during pre-status meetings, District Status, or PDT meetings in the absence of the Environmental Manager. May occasionally accompany the Environmental Manager on field trips.

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.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires an individual with hands on experience in scheduling and managing resources for Caltrans capital outlay projects using a sophisticated computer scheduling tool. As such, must have knowledge of CPM practices for project scheduling; the Caltrans environmental resource management process; and the Caltrans project development process including the activities that are required to develop a project process. A knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), and data requirements of the Caltrans environmental managers and existing project related information systems. The incumbent must be able to effectively communicate with the environmental managers and Office of Project Management Support staff.

Incumbent must be able to create, modify, analyze and evaluate intermediate level project schedules and resources with general direction from Environmental Managers and have the ability to forecast and anticipate problems arising with resource levels and identify and recommend solutions affecting project delivery to the Environmental Managers.

Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve issues. Incumbent is expected to work with a high degree of initiative and motivation and maintain cooperative working relationships with both internal and external customers.

Must be proficient in the use of desktop computer hardware and software. Must have strong written and verbal communication skills, and the ability to prepare detailed written correspondence, in a clear and logical manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in analysis may result in the lost opportunity of the Department to improve project management processes and project delivery. This will result in the inability of management to access information related to capital projects; a potential failure in improving project delivery control and performance; and a loss of credibility with the legislature, CTC, and various control agencies. Incorrect or incomplete advice to managers could result in expenditure of unauthorized funds.

PUBLIC AND INTERNAL CONTACTS

Contact with the Environmental Managers and Project Managers, and Office of Project Support staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must be able to work effectively under periods of stress, resulting from multiple deadlines and exercises. Incumbent needs mental ability and propensity for detail work. Must be able to deal effectively with difficult and sometimes angry individuals, while maintaining a calm and professional demeanor. Must maintain strong working relationships with the Environmental Managers and Project Managers, and work effectively with all Office of Project Support staff.

WORK ENVIRONMENT

Incumbent will work in an office utilizing modular furniture, under artificial lighting. Travel is 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 accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

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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
