

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION North Region Construction	
WORKING TITLE Construction Support Coordinator	POSITION NUMBER 928-502-5157	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 Construction Support Engineer, (a Senior Transportation Engineer) the incumbent is responsible for the organizational infrastructure that allows Caltrans Construction staff to pursue our mission, and to make Caltrans Construction the workplace of choice. Incumbent provides support to North Region Construction North (NRCN, District 2 area). Incumbent performs procurement and maintenance functions of offices, vehicles, equipment, services, and supplies.

Travel is required.

**TYPICAL DUTIES:**

Percentage	Job Description
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Essential (E)/Marginal (M) <sup>1</sup>	
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50%	E
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Monitor service contracts with local utility offices (gas, electric, water, sewer, garbage, janitorial, telephone and internet) when changes in service occur or are needed at any of the NRCN offices. Review, analyze and make recommendations to the NRCN Resident Engineer (RE) on bids and contracts from the local utility offices to determine the best way to meet the needs of each office. Work with the district staff to create service agreements. Coordinate with project RE on payment for new power service connections for projects. Monitor approval and funding of the service contract through EFIS/AMS Advantage tool.

Work with district staff and construction support engineers of NRCN RE offices to identify any needs to office and building maintenance, modification, repair and improvements to ensure compliance with the Americans with Disabilities Act of 1990 (ADA) and security and safety requirements. Determine the needs, research, interpret and implement funds allocated in EFIS/AMS Advantage tool. Work with District 3 NRC (Marysville) to help create the appropriate purchase request, service agreement, and/or other procurement instrument to meet those needs.

Serves as a liaison between District and North Region Construction staff and North Region Right of Way (RW). Work with the district and with North Region R/W to review existing or new leases for adequacy when new offices are needed or existing offices are to be closed. Monitor and manage leases in EFIS/AMS Advantage tool to ensure that NRCN has the accurate capital charging information to pay leases.

Manage RE Office funds in EFIS/AMS Advantage tool for all current contracts in NRCN. Provide information to Area Construction Managers and Construction Support Engineers on the status of the budget. Monitor the usage of funds for each RE office; research individual office allocated funds for NRCW, and redistribute funds where needed.

Manage Office Equipment (OE) funds for the Area Construction management. Monitor the availability of such funds, analyzing current and anticipated spending patterns, identifying needs, prioritizing competing needs, and ensuring funds are spent where they are most needed.

Provide assistance in NRCN and EFIS/AMS Advantage Tool, Voyager, Cal-Card and service contracts. Works with NRC (Marysville) on resolving acquisition and accounting issues within District 2 offices. Responsible for purchases through Cal-Card for NRCN.

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| 25% | E | Manage the Construction Vehicle Fleet and Voyager Cards. Serve as the Single Focal Point for the Construction Vehicle Fleet. Identify and track all vehicles assigned to construction. Assign, and reassign vehicles to construction and related staff as necessary. Ensure that construction staff properly report usage of assigned vehicles. Ensure that construction staff properly maintains their assigned vehicles. Ensure construction staff has the vehicles required to fulfill their duties including borrowed and loaned vehicles between other areas and functions. Work with the Equipment Shop to ensure preventative maintenance, repairs are completed timely as well as working with the Shop to replace existing vehicles as needed, acquiring new vehicles, and retiring vehicles that have reached the end of their useful lives, or have been damaged in collisions. Work with HQ Capital Outlay Support to acquire leasing authority for vehicles to meet the needs of the district. Acquire and assign Voyager fuel cards, monitor card usage, notify individuals and their supervisors of questionable usage, work with those individuals to correct inappropriate usage, and report on all usage monthly. |
| 20% | E | Serve as the Single Focal Point for IT equipment. Monitor IT (including Telecommunications) Equipment and Services. Identify, track, and allocate existing IT equipment (computers, cell phones, software licenses, etc). Gather information from Area Construction Staff on their needs for IT equipment and services. Review the identified needs against funding and other resources, and prioritize competing needs. Create quarterly IT Acquisition Plans for submittal to North Region IT staff in Marysville. Coordinate with NR IT staff, and Area staff on the acquisition and disbursement of equipment and software, the establishment of service contracts for IT equipment and ways to properly dispose of aged IT equipment at the end of its service life.   |
| 5%  | M | Serve as back-up to other administrative staff in the Construction Support office.  |

<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles of modern methods of public and business administration including organization, knowledge of modern office methods and procedures, modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation. Must have working knowledge of State and Caltrans procurement policies and procedures. Must be able to read, interpret and understand the Americans with Disabilities Act of 1990 (ADA). Must have a working knowledge of contract bidding, award, and management policies and procedures. Must have working knowledge of EFIS/AMS Advantage tool. Must be familiar with all options for purchasing goods and services, including service contracts and Cal-Card.

Incumbent must be able to work independently with minimal supervision. Must have the ability to analyze variable situations and issues, develop satisfactory solutions and answers, and implement those solutions.

Ability to monitor and analyze complex data; reason logically and creatively, while using a variety of analytical techniques to solve complex problems; present ideas and information orally, in writing, and electronically; maintain accurate records; prioritize and manage multiple complex tasks simultaneously; and keep a calm demeanor under varying situations.

The incumbent must be computer literate, including experience with Microsoft Office Suite (Word, Excel and PowerPoint), and FileMaker Pro (database) software applications.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to these responsibilities can result in Construction staff not having the tools they need to successfully

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administer capital projects, and further result in costly delays and other impacts to those projects.

## PUBLIC AND INTERNAL CONTACTS

Contact with North Region Construction staff, Senior Engineers, Resident Engineers, Management, Maintenance, the Equipment Shop, and other Divisions and functions including Budgets, Accounting, Facilities, Right of Way, Information Services, and the Department of General Services. Contact with external vendors and contractors.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Ability to travel to, and maneuver around, construction field offices and grounds. Must possess the ability to work under pressure, and the ability to deal and work closely, cooperatively, and effectively with individuals at all levels.

## WORK ENVIRONMENT

While at the base of operation, incumbent will work in a climate-controlled environment with artificial lighting. Frequent telephone interaction is common. Fieldwork may be required. May be subject to variable terrain in variable weather.

Travel is required. Possession of a valid drivers license is required when operating a State-owned vehicle. Occasional travel to field offices, maintenance stations, and other field locations will 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 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