

PROPOSED

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Division of Equipment/Maintenance & Repair/Shop 11/ 3235	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 932-031-5157-	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:

In an Equipment Shop, under the general direction of the Highway Equipment Superintendent(s), the incumbent will perform the more responsible and complex duties associated with the department's fleet equipment. The incumbent will provide analytical and administrative assistance with Microsoft Office tools for equipment management and resource issues regarding customer service, statutory inspections, air quality programs, and the State Credit Card Fuel Program. Evaluates effectiveness, efficiency and economy of operation and identifies / recommends service improvements. Specific duties include:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
20%	E	Assists shop management in the administration of the equipment replacement process by independently creating reports with Microsoft Access, Excel, Word, fleet management database, Equipment Budget Requests (EBR) for replacement of equipment and Equipment Survey Reports (ESR) for removal and sale of replaced equipment. Analyzes and verifies data accuracy of replaced vehicles and corresponding assigned status codes developed by the Department to monitor replacement of equipment using the fleet database. Identifies data entry errors and advises management, recommends corrective action, and makes needed corrections. Submits Equipment Survey Reports to Headquarters Fleet Management for unanticipated needs based on loss of equipment due to accident damage, theft, vandalism or high repair cost exceeding the current value. Updates applicable equipment files.
20%	E	Using the information found in the fleet management database, reviews, analyzes, and updates equipment asset records. Maintains records for statutory equipment inspections and creates equipment compliance status reports in various electronic formats (Word, Adobe, Excel, and Access) for monitoring Air Resources Board Periodic Smoke Check, Portable Engine Registration Program, vehicle Smog Check programs, and OSHA required equipment safety inspections. Analyzes fleet management database records using MS Access, Web based interface, and canned reports to verify completion of repairs and ensure compliance deadlines are not exceeded. Reports statutory inspection compliance to Shop management and statewide air quality coordinator in various electronic formats (Word, Adobe, Excel, and Access).
10%	E	Communicates with Division of Equipment staff, various Caltrans program customers, and vendors to solve logistical issues relating to scheduling and transporting equipment into and out of the shop as well as to and from repair vendors. Reviews equipment repair work orders in fleet management database to determine excessive, underreported, or erroneous repair costs. Audits fleet management and Staff Central employee labor time input for accuracy, overtime policy compliance, and consistent data entry in both systems (FA and Staff Central). Analyzes vehicle emission test compliance reports to ensure Bureau of Automotive Repair and Air Resources Board compliance, creates compliance status report and distributes to Shop management.
10%	E	Distributes customer satisfaction surveys regarding equipment repair thoroughness and timeliness, equipment shop personnel interaction and communication, as well as overall shop services. Analyzes survey data, provides survey summaries to Shop management in various electronic formats (Word, Adobe, Excel, and Access) and makes recommendations for customer service

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improvements.

- 10% E Independently reviews Direct Billing Program repair charges by verifying: work order labor coding, work order costs, coding to identify if the repair was theft, vandalism, accident or Abnormal Equipment Failure (AEF). Also identifies errors in fleet management database and files. Executes amendments or corrections as necessary. Assists management in monitoring of the equipment Preventative Maintenance Program ensuring compliance with State mandated safety inspections by running reports from our fleet management database, analyzing and identifying deficiencies in the areas of overdue inspections, incorrect work order coding, work order costs and completion delays. Reports any areas of concerns to Lead workers and supervisors.
- 10% M Coordinates Superintendent approved facility repairs that address fire, life, and safety related issues. Communicates verbally and by correspondence with vendors and shop personnel to keep them informed of progress and updates on the repair process or changes in estimated completion dates. Utilizes AMS Advantage (EFIS) records to search eligible vendors, solicits written estimates for repair. Reports repair status and completed project costs to Shop Superintendent and staff.
- 05% E Oversees the activities and reporting related to Local Requests for equipment modifications. At the direction of the Shop Superintendent, opens Local Request work orders, schedules work with user and repair staff, obtains bids from commercial vendors, validates program provided resources (coding), ensures accurate vendor billing, and timely completion of Local Requests. Analyzes fleet management data base reports to identify work order repair delays, estimated repair completion status, and equipment availability status. Provides the results and recommendations of the analysis to Shop management, Shop supervision, and Program equipment managers by communicating verbally and providing written reports in various electronic formats (Word, Adobe, Excel).
- 05% E Independently maintains the Pull Notice Program files to validate employees valid driver license as is required for employees that are required to drive as part of the duty statement in specific positions such as mechanics, enrolling and removing drivers, verifying actions or sanctions imposed on drivers by reviewing reports from the Department of Motor Vehicles and advising shop management.
- 05% E Independently administers the State Credit Card Fuel Program. Creates and maintains user accounts in the State fuel card on-line system. Analyzes the fuel card monthly transaction report for unknown equipment or invalid charges based on incorrect fuel type for vehicle. Provides information to Shop Superintendent for review/approval and recommends action(s) to address questionable charges. Prepares finalized reports on fuel usage for DOE personnel, Division of Maintenance staff and other Caltrans programs.
- 05% M Utilizes Microsoft Office tools including Excel, Access, Acrobat, Word and PowerPoint to maintain and update shop business and operational plans such as Emergency Action Plan, Shop Evacuation Plan, and Security Plan. Researches and analyzes local city / county codes affecting required plans and disseminates information via e-mail to Headquarters staff and shop staff at scheduled shop 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

Principles and practices of general business management, budgetary procedures, modern office methods, forms and equipment. Speaks and writes English at a level required for professional job performance. Knowledge of methods to prepare and document equipment, materials, and cost records; operates calculator, personal computer, prepares clear

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and comprehensive reports; analyzes situations thoroughly and accurately adopts an effective course of action. Desirable qualifications include a working knowledge of the principles of accident prevention and safety practices.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to provide correct information to a Caltrans employee or Superintendent could result in costly, inadequate and unnecessary delay to equipment repair. Failure to provide correct information on business plans could pose a safety risk to employees. Inaccurate response to the public sector could result in a negative public image of our Caltrans officers and Caltrans in general.

PUBLIC AND INTERNAL CONTACTS

Daily contact Division of Equipment (DOE) Headquarters Staff, Field Shops and the general public both in person and by telephone. Various contacts with the public as to equipment related issues and inquiries to local cities and counties for business plan information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain professional and cooperative-working relationships and communicate effectively with those contacted in the course of daily work.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. Office temperatures may vary throughout the day. Occasional overnight travel is required within the State to attend meetings or look at equipment and verify work in progress.

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