

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Business Management	
WORKING TITLE Property Controller/HSP Coordination	POSITION NUMBER	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the general direction of the Office Chief of Business Management and Facilities, the incumbent independently perform a variety of advanced responsibilities related to building and grounds security, management of contract support staff and property control. The following is a list of duties and the approximate percentage of time necessary for each duty. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Independently manage district property inventories. Maintain the District 10 property control database; responsible for the input of all data into the various databases required by Headquarters; independently conducts district office equipment inventories. Investigate and resolve inventory discrepancies and report incidents to District Management and Headquarters. Provide assistance and technical support related to the property control policies to Managers and Supervisors within District 10. Reconcile inventories with control accounts; prepare various reports related to the management of the District 10 property control program and submit to HQ on an annual, semi-annual, monthly basis. Coordinate with Central Region Property Controller regarding inventory purchased in Fresno and transferred to Stockton.
45%	E	Conducts periodic audits and maintain an audit file to ensure accountability for all State equipment; inventory and prepare surplus inventory reports required by Headquarters and provide support to district personnel regarding property inventory and reporting of surplus equipment; identify and prepare documentation of surveyed equipment; manage and supervise the disposition of surveyed property; Independently conduct Field inventories and inspection of all District 10 property/equipment which will require driving to the various field offices located within the eight counties of the District 10 geographic boundaries. Prepare reports and documentation regarding field inventories. Conducting inventories will require moving, lifting, and pulling large equipment items to access serial and identification numbers.
5%	M	Coordinate the District's Home Storage Permit(HSP) program, which includes issuing applications, review and analysis for compliance, track and submit quarterly reports to HQ. Coordinate Caltrans' processes for passenger fleet usage reports submitted to Department of General Services Office of Fleet Administration.  In the absence of the Automotive Pool Attendant will be required to assist with State vehicle reservations.

<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**

Normally this position does not supervise; however, the incumbent may be called upon to act as a lead in absence of the supervisor for a short duration.

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**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The employee must be able to meet deadlines and deal tactfully with the public and other employees. Knowledge of calculators, other office supplies, and equipment as required. Must be able to read, write and speak English at a level necessary for successful job performance. Must be able to operate a personal computer, prepare correspondence and refer inquiries to the proper area. Professional telephone etiquette is necessary in this position.

Must have the ability to communicate effectively in verbal and written form, compile and analyze data and prepare reports. Must have strong organizational skills, as the position may require development of multitasks concurrently and be computer proficient.

Ability to work well with minimal supervision and to work under pressure; and it is important for this person to be dependable and punctual. Demonstrated positive attitude and commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality service to all customers.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Poor decision-making and/or lack of appropriate action by employee could cause poor public image and/or project delays and could jeopardize the efficiency of the work unit and the image of Caltrans. Insufficient recordkeeping of equipment may cause loss of money to the Department

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**PUBLIC AND INTERNAL CONTACTS**

Public and internal contact is an important part of this position and employee should demonstrate a respectful and courteous disposition to all individuals he/she comes in contact with throughout the day.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to walk the entire facility and climb stairs to access multi-storied buildings.

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**WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to work in a warehouse environment. Employee may be required to travel to various site locations which may require overnight stays. Possession of a valid driver's license and current defensive drivers certification are 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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