

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION 08-690 NORTH REGION OFFICE (EFIS # 2374)	
WORKING TITLE NORTH REGION BUDGET/PROCUREMENT ANALYST	POSITION NUMBER 908-690-5157-XXX	REVISION DATE 09/30/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of the North Region's Staff Services Manager I (SSM I), the Staff Services Analyst will perform a wide variety of analytical services including budgeting, fiscal control and accounting, contract funding analysis/monitoring, and region procurement. The incumbent must provide prompt and accurate work as well as excellent customer service.

CORE COMPETENCIES:

As a Staff Services Analyst (Gen), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Researches, analyzes, and evaluates information including reports, charts, spreadsheets, and databases to prepare budget packages and monitor the budget for North Region. Maintain budget allocations and region expenditures, advise and brief the North Region's SSM I on all procurement issues and potential budgetary concerns, and make recommendations for resolving allocation problems. Will Ensure that budget proposals are complete and in conformance with current budget instructions, ensure that packages are submitted appropriately, and maintain a record of budget allocations and Region expenditures. Review budget requests and make corrections according to budget constraints and in accordance with administrative policy. Will Develop, prepare, and monitor monthly and quarterly budget reports using Enterprise Resource Planning Financial Infrastructure (EFIS).
40% E	Responsible for managing all purchasing and procurement activities for North Region. Independently prepares contracts and Inter-agency Agreements as required for North Region operations by determining the method to purchase the items and/or services according to Purchasing Delegation. Responsible in receiving requests for North Region equipment and maintenance material purchases, prepare purchase estimates, obtain bids and coordinate facilitation of bids with North Region units for materials and minor equipment. Utilize Accounting Manual to apply the necessary coding for each purchase such as object code, cost center, and expenditure authorization. Approve the funding of each purchase in accordance with the District allocation. Develop and maintain priority lists for non-expendable equipment, software, and other operational necessities in consultation with Maintenance Division staff. Monitor encumbrances/dis-encumbrances.
10% E	Participates as a member of Headquarters task force concerning budgeting, purchasing, and computer programs relevant to Maintenance functions. Will Conduct special field training classes for Superintendents and Supervisors concerning budget, time reporting, and data entry in Integrated Maintenance Management System (IMMS). Attends various meetings related to winter/monsoon hiring, budget issues, and training. Will represent the North Region at various meetings related to budgeting and procurement. Will prepare special reports for North Region and research various Maintenance-related issues as requested.
10% M	Acts as the backup Training Coordinator for North Region by reviewing office training requests to ensure compliance with department training policies and regulations; develop and coordinate presentation or orientation training packages for field personnel; prepare training guidelines for "on-the-job" training and training of administrative staff; and monitor and determine employee training needs using the Learning Management System (LMS). May also process and monitor Travel Advance (TA) and Travel Expense Claims (TECs) for North Region.

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

No direct supervision is exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; ability to use Microsoft computer applications such as Word, Excel, and PowerPoint. Must be able to identify problems and issues, develop and compare alternatives and provide sound guidance to management. The incumbent must have general knowledge of data analysis and processing; in-depth knowledge of computer usage and the development of word processing and spreadsheets; knowledge of Department Administrative processes as well as budgeting and accounting processes; must interact effectively with managerial and professional staff; must gain and maintain the confidence and

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cooperation from others; independently evaluate and implement policies and procedures; and must effectively manage time while performing a variety of functions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequences of error or inability to perform in any aspect of the incumbent's responsibility could cause the expenditure of various funds not to be budgeted and may have an adverse effect on North Region's ability to meet the requirements of the District's mission, vision, and goals.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with personnel in Headquarters, in the District, and will have Vendor/Contractor interaction. There may also be some contact with the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to operate a personal computer workstation and various software applications, perform filing, phone communications, and other office related duties. This position may require some bending, stooping, or lifting not to exceed 15 pounds. He/she should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. He/she may be required to handle several issues at once and should be able to prioritize tasks as necessary. He/she must grasp technical information, formulate effective strategies to implement new technology, and foster a work environment that encourages creative thinking and innovation. The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner. This position may require independent travel for State business.

WORK ENVIRONMENT

The base of operation will be the Maintenance North Region office. While in the office setting he/she will be working in a climate-controlled environment with artificial lighting. Work environment includes constant interaction with a diverse group of customers and co-workers, and sitting for long periods of time at a keyboard. Due to constant interruption, incumbent must have the ability to prioritize and multi-task in order to complete regular work assignments.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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
