

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION HQ/RWLS/Office of Land Surveys
WORKING TITLE Surveys Coordination Staff Services Analyst	POSITION NUMBER 913-400-5157-003
	REVISION DATE 08/28/2024

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 direction of the Chief, Surveys Coordination, a Senior Transportation Surveyor, the Staff Service Analyst, works closely with Office of Land Surveys (OLS) staff, Division of Right of Way and Land Surveys Resource Manager, Division of Procurement and Contracts (DPAC), and other administrative support personnel. The Staff Services Analyst assists OLS in the development and management of purchasing documents, maintains and analyzes databases, and generates various reports contributing to recommendations.

**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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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35%	E	Assist in the development , revision, implementation, maintenance and document methods (spreadsheets , databases , and in-office records) and procedures to track, analyze and report expenditures related to OLS budgets and contracts as required. Track and analyze expenditures, prepare correspondence, and consult with interested parties regarding appropriate action. Check vendor quotes, prepare and process purchasing and receiving documents and process invoices. Assist with distribution and shipping of equipment. Logically reason, analyze and resolve payment related discrepancies with contractors, vendors , consultants, Caltrans managers, Resource Management, Accounting and Budgets.
30%	E	Update and maintain the Passport survey equipment inventory database. Perform physical inventories, and produce reports related to survey equipment purchasing, inventory, service and repair contracts, and surplus. Assist in training staff on Passport survey equipment inventory database system. Performing physical inventories and inventory system training will require occasional travel to Districts.
25%	E	Act as OLS administrative liaison. Provide administrative assistance to technical experts within the Department's Surveys and Right of Way Engineering program on training efforts, recruitment efforts, and dissemination of policies, procedures and standards. Prepare, update, and publish semiannual statewide roster of Survey and Right of Way Engineering staff to help identify workforce/staffing trends. Assist in the coordination, preparation, facilitation, and reporting of meetings and other activities, that may include reserving conference rooms, scheduling and obtaining equipment (projectors, sound systems, teleconference connect ions, etc.), preparat ion and dispersal of meeting materials and facilitating travel arrangements. Track and report mandatory training compliance, computer/printer inventory , and office equipment and supplies inventory. Anticipate fluctuations in office supply usage and order as necessary to maintain sufficient quantities on hand.
10%	M	Prepare, update, and publish semiannual statewide roster of Survey and Right of Way Engineering staff to help identify workforce/staffing trends. Assist in the coordination, preparation, facilitation, and reporting of meetings and other activities, that may include reserving conference rooms, scheduling and obtaining equipment (projectors, sound systems, teleconference connect ions, etc.), preparation and dispersal of meeting materials and facilitating travel arrangements. Track and report mandatory training compliance, computer/printer inventory, and office equipment and supplies inventory. Anticipate fluctuations in office supply usage and order as necessary to maintain sufficient quantities on hand. Perform independent work on special projects that may include: conducting research, writing reports, making recommendations, directing public phone inquiries and coordinating employee recognition. Distribute payroll, TEC, monthly light rail passes, and individual light rail tickets.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This incumbent does not exercise supervision over others.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Principles and modern methods of public and business administration including organization, fiscal, training and administrative analysis; principles and practices of general business management; budgetary procedures and purchasing; principles of accident prevention and safety practices; modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation.

Ability to: Analyze administrative problems and 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; estimate and budget for future needs; analyze data and present ideas and information effectively; demonstrate capacity for assuming increasing administrative responsibility.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Judgments, decisions and recommendat ions are made for a variety of activities. The incumbent's responsibilities are, at times, shared with others. Accuracy and completeness of reports is extremely important. Poor judgment in decision- making and actions by the incumbent will result in misinterpretation of information, which will decrease the level of service provided by the Office.

**PUBLIC AND INTERNAL CONTACTS**

The position requires frequent interaction with Resource Management, DPAC, and Administrative personnel. Interaction can

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occur at all levels, from management to clerical staff, representing internal functional units and other agencies (public and private). In the resolution of discrepancies and other finance issues with contractors, vendors, consultants and Caltrans managers, Resource Management, Accounting and Budgets, it is imperative that the incumbent establishes and maintains effective working relationships with others and communicates effectively verbally and in writing.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Incumbent may be required to sit for long periods of time using a keyboard and laptop.

**WORK ENVIRONMENT**

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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)

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 DATE

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)

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 DATE