

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION 04/Maintenance/Specialty Region	
WORKING TITLE Region Transactions/Timekeeper Analyst	POSITION NUMBER 904-760-5157-xxx	REVISION DATE 09/05/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general direction of the Staff Service Manager I in the Specialty Regional Office, the incumbent will perform a variety of administrative analyst tasks, that require a high degree of responsibility and analytical support to the Region Hiring Analyst, Human Resources and Personnel Transaction Unit. Will assist with FMLA, SDI, NDI, and Catastrophic Leave. The incumbent will perform Timekeeping, Payroll and Overtime analysis for 160 + employees for Bargaining Unit 12 and Bargaining Unit 13. MERSI Run will be ran monthly for Bargaining Unit 12 and bi-monthly for Bargaining Unit 13. Analysis will be performed to ensure that overtime and regular payroll is entered correctly and submitted in a timely manner. Incumbent must be able to multitask, working in a fast paced environment.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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. (Cultivate Excellence - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation, Integrity)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Engagement, Integrity, Pride)

**TYPICAL DUTIES:**

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

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40%	E	As Region Transaction Analyst Incumbent will work with HQ Maintenance Support (MTCE) and/or HR Transactions Personnel to resolve any payroll disputes or employee benefit issues. Must maintain confidentiality and cooperation with internal and external parties; prepare payroll-related documents; employee separation paperwork; ensure processes are completed for monthly bonus pay for Field Supervisors; audit Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies; compare clearing report to 672 (pre-MERSI report) to analyze and research discrepancies; track and monitor employee's leave balances in Staff Central and IMMS; respond to issues regarding personal leave, direct deposit, flex elect, holiday credits, military leave, jury duty and time off without pay; timely and accurate submission of dock reports, regularly updates dynamic groups, detailed maintenance of payroll logs, and processing of payroll warrants. Incumbent will work with Human Resources, Personnel Transaction Specialist, Region Hiring Analyst and LMS Coordinator on Payroll and Training areas. Will guide employees on processes on FMLA, LOA SDI, NDI and Catastrophic Leave.
35%	E	As Timekeeping Analyst will be responsible for independently running time daily for 7 Superintendents and up to 34 crews consisting of 160+ employees using the Integrated Maintenance Management System (IMMS)-and Staff Central. Duties and responsibilities require strong attention to detail, research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, policies and procedures to specific situations, rather than the mere application of detailed rules and procedures. Is responsible to ensure that all reported time for field Maintenance is accurate for the bi-monthly MERSI run. Works closely with Supervisors and advises them on necessary corrections on appropriate leave usage. Works closely with the Superintendents for weekly employee time sheet approvals. Verifies payroll and compares Staff Central Time and Attendance reports within the IMMS Timesheets to ensure correct hours are being reported and paid. Process necessary data within the Staff Central timekeeping system to ensure additional pay is ordered in accordance with proper payroll guidelines. Update employees work history in Staff Central; move employees between crews in IMMS; prepare payroll-related documents. Maintains job data and crew updates in IMMS Visual Resource Management system for all Region employees. Required to pull timesheets (M33s) per Memorandum of Understanding (MOU) on a monthly basis.
15%	E	Incumbent will receive annual health benefit enrollment, review, and scan to DHR mailbox. Will distribute Emergency Forms such as the Emergency Notification Information form (ASM-0131) and Designation of Person(s) to Receive Warrants form (STD 243).
5%	M	Responsible for daily monitoring and updating pending PARFS listed for new employees and transfers.
5%	M	The Staff Services Analyst may be asked to support peers with phones, customer service request, front counter, GLS or payroll distribution when needed.

<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 position does not supervise other employees. However, may provide assistance to clerical staff in the absence of the supervisor.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The duties of a Staff Services Analyst involve analyzing 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 establish and maintain cooperative working relationships; have the ability to communicate clearly and effectively both verbally and in writing; analyze data; produce written reports containing comprehensive and detailed information; produce quality work within requested time frames. Must be also able to handle a variety of tasks efficiently and be able to organize and plan for events or training courses. The incumbent must have strong computer skills and the ability to use Microsoft computer applications, such as Microsoft Word, Excel, Access, and Power Point. The incumbent will be privy to sensitive and confidential information and is expected to maintain confidentiality.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in judgment could result in budget deadlines not being met, project delays due to materials not being received on time, vendors/contractors not being paid in a timely manner, and excessive costs to the District.

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### PUBLIC AND INTERNAL CONTACTS

Under the direction of the Staff Service Manager I, the incumbent will have extensive contact with all levels of management, supervision and employees within the district and department. Other public contact may be with local or other State or Federal agencies, contractors and vendors.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work in a high-stress environment and maybe required to sit for long periods of time using a keyboard and video display terminal. Must be able to deal with tight deadlines. The incumbent must be able to lift and/or maneuver 50 pounds to lift equipment and classroom material. The incumbent must be able to gather, assimilate, and analyze information from numerous sources; will need to handle a number of multitasking assignments and deadlines to complete the requirements of the job efficiently and effectively in a timely manner.

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### WORK ENVIRONMENT

Employee will work in a temperature controlled office environment under artificial lighting. The incumbent will work within a confined space such as a cubicle or workstation. The incumbent may also be asked to travel within the state on day and/or overnight trips.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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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