

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION District 7 Administration/Business Mgmt/Fleet Services	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 907-035-5157-015	REVISION DATE 09/23/2024

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 general direction of the Fleet Optimization Manager, a Staff Services Manager I, the Staff Services Analyst will perform a wide variety of technical and analytical work in support of the operation and continuity of service of the District 7 Fleet and Autopool functions including, but not limited to procurement services and contract management, project development, compliance monitoring, and administrative and technical duties. The incumbent will provide guidance to management on Fleet and Autopool matters including innovative actions which support program advancements and efficiencies.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Cultivate Excellence - 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. (Cultivate Excellence - Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	<p>The incumbent assists customers with obtaining fleet vehicles from the Autopool for state business including processing in-person and online requests in the reservation system, ensuring customers have accounts setup in the reservation system and assisting customers with setting up accounts, providing Autopool policies and procedures to customers and assisting customers with understanding of these policies and procedures, enforcing Autopool policies and procedures. The incumbent will manage vehicle assignments to ensure proper vehicle usage. The incumbent will input vehicle usage information into database before vehicles are checked out and when vehicles are returned. The incumbent reviews vehicles between user use to ensure vehicles are ready for distribution including reviewing and confirming vehicle mileage and maintenance status for appropriateness for distribution, ensuring necessary maintenance is scheduled and performed based on analysis of vehicle records and data, ensuring regular follow-up on status of vehicles and regular review and monitoring of vehicles, and regular review and monitoring of vehicle utilization to ensure appropriate rotation of vehicles to allow for proper distribution of vehicle utilization across the fleet. The incumbent transports vehicles between locations as necessary to assist with meeting outlined vehicle usage requirements and assist with ensuring vehicles are available upon demand; this includes insuring vehicle repairs and maintenance are achieved. The incumbent routinely transports vehicles to and/or through car washes and fueling/recharging stations. The incumbent routinely transports Fuel Cell vehicles to hydrogen refueling stations for refueling. The incumbent routinely charges electrical vehicles (EV) at the District Office. The incumbent will maintain fuel credit cards and vehicle keys and arrange for needed vehicle service and/or repairs at the mechanic shop.</p>
20%	E	<p>The incumbent will utilize various analytical tools including, but not limited to the Equipment Intranet, Fleet Management Database, Fleet Optimization Reports, Network Fleet Database and the Equipment Management Smartsheet Database, to identify and analyze equipment utilization patterns and necessitate optimization actions which may include reassigning fleet, notifying management of potential misuse, and identifying opportunities for renting when appropriate and cost effective. The incumbent will perform usage analysis and submit reports based on analysis to optimize usage patterns. The incumbent will conduct analysis on district-wide 'unassigned' vehicle use transactions and communicate FOB improvement opportunities to management. The incumbent will assist with equipment transfers and optimization moves. The incumbent will assess all traffic violations reported from Headquarters, the public, and management by performing analysis and research and prepare draft responses to address violations as well as maintain a record of files.</p>
20%	E	<p>The incumbent serves as Fleet Card and Bulk Fuel Transaction Coordinator and compiles Voyager Reports from divisions on a monthly basis, reviewing submittals, developing spreadsheets for review, and following-up with non-compliant submittals. The incumbent will communicate Fleet Voyager Card and FOB policies at the district level and assist the Fleet Optimization Manager to work with all levels of management, program equipment managers and coordinators, equipment shops, and vehicle operators. The incumbent conducts audit and verification of Automotive Pool Voyager Card inventory and assignment for District Autopool Fleet including reviewing the total count of fuel cards assigned with transactions based on reported usage from the Voyager Program. The incumbent analyzes monthly charges to ensure proper procedures are being followed and reports any deficiencies. The incumbent serves as a CalCard Holder and Contract Manager responsible for executing and managing contracts and projects including, but not limited to developing scopes of work, obtaining quotes and bids, completing and processing contract documents, performing contract management, processing payments, acting as a liaison to vendors, contractors, and consultants.</p>
15%	E	<p>The incumbent will conduct visual inspections to ensure vehicles are in safe condition by performing pre-operational checks. The incumbent will ensure vehicles are equipped with rotating lights and that vehicles are compliant with parking policies in the parking area. The incumbent is responsible for gathering vehicle accident reports (STD 270) when a vehicle has been in an accident. The incumbent assists the District 7 Electrical Vehicle coordinator and staff as needed with Autopool matters. The incumbent is responsible for record management activities such as verifying authorization to check out State Vehicles and/or Voyager Cards.</p>

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5% M The incumbent will perform others administrative duties as assigned in order to support the Division of Administration, including but not limited to receiving and processing requests for print and reproduction services, receiving and processing requests for mailing and shipping services, and initiating, receiving, processing, and analyzing transactions of the cashiering office.

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

This is a rank and file position with no supervision or guidance exercised over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level.

Ability to: Communicate effectively with all levels of management, the public, vendors, members of DGS, security staff and other agencies; reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both verbally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Will make decisions within established guidelines. Errors in judgment could result in inappropriate use of state vehicles, compromised stewardship, higher repair costs, untimely equipment replacement, damaged equipment, safety hazards, etc... Error in judgment or work product could affect budgeting, programs, and general work activities. Failure to ensure equipment is maintained properly could increase Caltrans' liability, placing the Department at risk for violations resulting in monetary penalties and/or potential litigation.

PUBLIC AND INTERNAL CONTACTS

Independently communicates with all levels of management (headquarters and districts) covering a variety of departmental programs and organizations both within the department and externally. The incumbent will have continual contact with all employees within Caltrans, including high-level administrators, as well as the general public and other stakeholders such as external agencies, vendors, security staff, personnel of cities, counties, state and federal agencies, etc... Contact may be adversarial and contentious.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to concentrate and meet strict deadlines. The incumbent must be able to develop and maintain cooperative working relationships, recognize problems or difficult situations and respond appropriately. The incumbent must deal tactfully and courteously with all persons and adhere to the department's policies and directives. The incumbent must be able to focus on precise activities beyond the distractions of a busy business environment, be emotionally stable, alert and aware at all times. The incumbent must be able to travel to field offices or other locations, and attend required training and meetings. The incumbent must be able to interpret laws and legal documents. The incumbent may need to maneuver up to 50 pounds. The incumbent may be required to move boxes of files, publications, paper and supplies from one location to another, and may be required to carry bulky items. This position will require the ability to climb stairs and ladders, and occasional bending, stooping and kneeling.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes of changing office temperature as a result of fluctuating building temperatures. The incumbent may also be required to travel to and from field office locations throughout the district, and regularly attend, assist with, and support activities hosted or presented by the Division of Administration that may cause exposure to extreme temperatures (hot and cold), dirt, noise, and uneven surfaces. The incumbent will work in a workstation within shared office space. 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

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location will be the responsibility of the the selected candidate. Working hours will be set between the hours of 7:00 a.m. and 5:00 p.m., Monday-Friday, 5/40 schedule.

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.

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