

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION D7/ MAINTENANCE/NORTH REGION	
WORKING TITLE Damage Recovery/ Equipment Coordinator (SSA)	POSITION NUMBER 907-610-5157-918	REVISION DATE 10/30/2024

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 supervision from the Maintenance Manager II, the Staff Services Analyst will perform work of average difficulty in a variety of analytical and consultative assignments such as preparing reports. The incumbent will primarily serve as the region's equipment coordinator and damage recovery liaison, as well as providing assistance to Region Management. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations. The ability to effectively utilize written and oral communication skills is essential.

Duties include, but are not limited to:

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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	<p>Serves as the Region's Equipment Coordinator. Incumbent develops accurate and readable reports and spreadsheets involved with the Region's equipment to ensure the Region is in compliance with the departments policies and procedures.</p> <p>Responsible for maintaining location of equipment, Equipment Budget, and assignment of vehicles and Local Request (LR) for equipment modification.</p> <p>Establishes and manages equipment rental contracts and/or agreements for the Region. Ensures that all equipment received is within contract specification and process all contract invoices with accordance to Department policy via the Enterprise Resource Planning Financial Infra-structure System (EFIS).</p> <p>Prepares, develops, and maintain accurate reports for management. Develops and makes presentations at the Superintendent Meetings to keep the field supervision updated on vehicle status and provide recommendations on any issues that may arise.</p>
40%	E	<p>Serve as the Region's Damage Recovery Liaison. The incumbent research and analyze data to create Accident Logs and attach supporting documents. Ensure only one Service Request and Work Order number are issued and attach to Accident log report. Analyze CHP report and transfer data to (IMMS) Integrated Maintenance Management System to properly report damage to State Property and ensure full cost of recovery.</p>
15%	E	<p>Provide assistance to Region Management; MM II, MM I as needed. Including, but not limited to; Customer Service Requests, assisting in public inquiries; researching complicated/difficult public inquiries, respond in writing to such inquires.</p> <p>Prepare informational documents for distribution to staff; composing and sending emails to appropriate staff regarding policies, procedures, deadlines and other needed information.</p> <p>Assist in research and writing of letters to political/government/public (red folder), which request services and/or information, and/or document complaints.</p>
5%	M	<p>Provides back-up coverage for Region Training Coordinator and Procurement Coordinator. Other duties as needed.</p>

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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; coordinate the work of others; act as a team leader; ability to use Microsoft computer applications, such as Word, Excel, Access and Power Point.

The incumbent must be able to identify problems and issues, develop and compare alternatives and provide sound guidance to management.

- . General knowledge of data analysis and processing; in-depth knowledge of computer usage, development of usage, word processing and spreadsheets
- . Knowledge of the Departmental Administrative process
- . Knowledge of budget and accounting processes
- . Reason logically and creatively to resolve complex problems
- . Develop and evaluate alternatives
- . Analyze data and present information effectively in both written and oral formats
- . Effective interaction with managerial and professional staff
- . Gain and maintain the confidence and cooperation from others
- . Independently evaluate and implement policies and procedures
- . 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. Consequence of error or inability to perform in any aspect of the incumbents responsibility could cause the

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expenditures of various funds not to be budgeted and may have adverse effect on the North Region's ability to meet the requirements of the District's mission, vision, and goals.

PUBLIC AND INTERNAL CONTACTS

Incumbent is required to operate a PC Workstation and various software applications, filling, phone communications and other office-related duties. 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 a time 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 innovations. 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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While in the office setting he/she will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings and equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require 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 requires some travel throughout the assigned area, in addition to occasional travel to other parts of the District and elsewhere in the State. Emergency response and work at nights and weekends may be required as needed.

WORK ENVIRONMENT

While in the office setting he/she will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings and equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require 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.

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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.

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

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