

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 9 Administration - Business Services Unit	
WORKING TITLE Procurement Analyst	POSITION NUMBER 909-001-5393-911	REVISION DATE

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 supervision of the Business Services Manager (Staff Services Manager I), incumbent performs complex professional level administrative work that pertains to the District Procurement. Incumbent serves as the Maintenance Procurement Analyst and will ensure all the necessary, technical and professional level, procurement methods, laws, policies and procedures are adhered to. The incumbent will assist the District Property Control Officer in ensuring all State property is tagged and inventoried as per established guidelines.

**CORE COMPETENCIES:**

As an Associate Governmental Program Analyst, 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. ( Advance Equity and Livability in all Communities - Equity)
- **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. (Cultivate Excellence - 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 - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

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

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65%	E	<p><b>MAINTENANCE/DISTRICT PURCHASING AGENT</b></p> <p>Serves as purchasing analyst responsible for managing and procuring a wide variety of commodities, equipment, materials, subscriptions, publications, and services for the district. Assures compliance with delegations and takes independent action to resolve purchasing issues. Takes initiative to coordinate consolidation of Information Technology (IT) and/or Prison Industries Authority (PIA) orders within the Maintenance realm and serves as point of contact for such orders, determines the appropriate source and method (e.g. Purchase Order, Cal-Card, Under \$10,000 Service Agreement, etc.) of procurement and the purchasing authority, accomplishes procurement tasks in accordance with all applicable statutes, special purchasing delegation from the Department of General Services (DGS), the State Administrative Manual, the Acquisitions Manual and established levels of service for purchasing. Utilizing completed ADM-1415 Request for purchasing forms from requesters, submits a requisition (CPO) document into AMS Advantage for HQ Department of Purchasing and Contracts (DPAC) to issue a STD 65 Contract Delegation Purchase Order. Responsible for obtaining authorized signatures on documents to verify receipt of items purchased. Utilizes the CAL-Card credit card for various material and supply orders, utilizes the DGS statewide contract, a computerized program, to obtain vendor information including small business status and monitor purchase estimates. Reviews, monitors and investigates sources of supplies, interviews vendors, obtains quotes or bids, single point of contact for information on new and changing products and develops, monitors and maintains reference material relating to these products. Analyzes, contacts and resolves issues related to problem orders and vendor noncompliance reports. Verifies vendor status with Caltrans Business Enterprise program and DGS when soliciting bids/quotes in conformance with appropriate legislation. Manages and maintains the data file for all purchases completed, in a spreadsheet, for the executive staff to view. Responsible for maintaining the District's Seller's Permit database.</p>
25%	E	<p><b>PROPERTY CONTROL MANAGEMENT ASSISTANT</b></p> <p>Ensures required forms are completed for State equipment that is received new, transferred, loaned, and/or surveyed out. In collaboration with the District Property Control Officer, creates, establishes, distributes and monitors State equipment/property accounts and records relating to the physical location of State equipment/property for the district. Incumbent works with the District Property Control Officer and advises and consults with district management to ensure timely and proper marking (tagging) of State equipment/property for the district prior to issuance to employees. Provides information to employees receiving State equipment/property of their personal responsibility and liability, responsible for monitoring and recording the receipt of new State equipment/property into the inventory database. The incumbent works with the Property Control Officer and assists in creating and conducting a physical inventory throughout the district Maintenance Division of all equipment/property every three-years and monitors assets. The incumbent analyzes and investigates any discrepancies between the physical inventory count and the inventory recorded in the property inventory database and coordinates disposal of surplus State equipment/property for the Maintenance Division/District. The incumbent coordinates with other divisions and stated agencies to ensure required recycling and disposal standards are followed.</p>
10%	M	<p><b>ADMINISTRATIVE BACK-UP</b></p> <p>Provide backup support for critical Administration functions as needed.</p>

<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. Incumbent is expected to work independently with a high degree of initiative and motivation.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be able to analyze data, tabulate and gather data. Must be able to obtain requested information, prepare reports and recommended procedures or alternatives. Must be able to make sound decisions on procurement and property control issues, prepare correspondence, and utilize personal computer to process expenditure authorizations and reports. Must be knowledgeable in the legal authorities and delegations of the department.

Must be knowledgeable in the department's and control agencies' operations relative to budgetary, accounting, and administrative policies.

Must possess knowledge of principles and modern methods of business administration including organization, fiscal and

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personnel management, administrative analysis, familiarization with basic accounting and budgeting principles. Application of modern office methods, statistical reporting utilizing basic computer applications and the department's financial management systems; AMS Advantage and AMS Info Advantage, the Historical Data Warehouse, and Datalink. Must be proficient in Microsoft Office (e.g. Word and Excel) applications.

Must be knowledgeable in various management principles and their application in different situations.

Must possess the ability to analyze administrative problems and adopt an effective course of action. Establish and maintain cooperative working relationships. Must be able to speak and write effectively. Demonstrate the capacity for assuming increasing administrative responsibilities.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to make good decisions or recommendations could result in misdirection of District resources and/or expenditure of funds not budgeted, causing budget overruns resulting in potential failure of program delivery, and the loss of valuable departmental assets. Failure to meet mandated deadlines could result in loss of District's ability to secure financial resources or purchase necessary equipment for District staff.

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### PUBLIC AND INTERNAL CONTACTS

Daily contact with District Director, Division Deputy District Directors, managers and supervisors, and support personnel, in district and headquarters. Consultation with all branches on procurement and property control issues. Public contact is required for vendors.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be physically able to sit at a desk for extended periods of time while either writing by hand, communicating by telephone, checking e-mail, inputting data on a computer and performing various office tasks. May be required to lift, carry, and move boxes of material or equipment under 25 pounds from one location to another. Employee will occasionally bend, stoop, push, pull, or grasp objects with fingers, twist the body or neck in a sideways motion, either standing or sitting, or lift office equipment. Incumbent will utilize continuous hand movement while writing or using the computer. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must sustain concentration level needed for reviewing material, auditing, problem solving and reasoning.

Incumbent must be tactful and treat others with respect, behave in a fair and ethical manner toward others, be able to develop and maintain cooperative working relationships, demonstrate a sense of responsibility and commitment to public service, remain composed, impartial, and diplomatic under internal and external pressures. Incumbent must be able to meet deadlines under stressful conditions.

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### WORK ENVIRONMENT

The incumbent will primarily work at the District 9 Office in a climate-controlled environment under artificial lighting. Occasional travel within the State will be required to attend various meetings, training, conferences or seminars.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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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