

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION Minor B, EFA/ELB, U10	
WORKING TITLE Contract Analyst	POSITION NUMBER 702-019-5157-924	REVISION DATE 08/18/2023

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 a Staff Services Manager I in the Division of Procurement and Contracts, the employee learns and performs analytical duties and may be assisted by Associate lead analysts. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely and exceeds customers' expectations.

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.

TYPICAL DUTIES:

Percentage		Job Description
		Essential (E)/Marginal (M) ¹
40%	E	Performs a variety of analytical services for the Division of Procurement and Contracts (DPAC), such as the following: -advertise and receive bids -secure contractor's signature -secure internal approvals -prepare for transmittal -monitors process through department and control agencies as appropriate to final approval and execution Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Accomplishes tasks in accordance with all applicable statutes, State Contracting Manual, special purchasing delegation from Department of General Services (DGS), the State Administrative Manual, and established levels of service for DPAC.
30%	E	Makes accurate and timely entries into DPAC databases. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.
10%	E	Works with customers individually and in task teams to review pertinent data and ensure the requested services are performed in accordance with State and Federal laws, State and departmental policies, standard and controls. Makes recommendations to improve DPAC processes or resolve administrative and program-related problems.
10%	M	Act as backup to other analysts. as a peer reviewer, reviews drafts to ensure compliance with applicable State and Federal laws and State and departmental policies. Provides guidance and advice to customers.
10%	M	Performs other duties as assigned, which may include special assignments within the scope of the classification.

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.

ADA Notice

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Good communication, customer service and problem-solving skills are essential. Computer literacy and excellent interpersonal skills are necessary. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contracting Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.

A high level of analytical skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with some degree of independence. The incumbent must be able to make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

At the entry level, the incumbent will be assigned work generally involving routine analytical tasks impacting the immediate work unit. Upon movement from Range A to Range B, the incumbent will progress from very specific task-oriented assignments, accompanied by clear, detailed, and specific instructions, to more generally defined objectives including priorities and deadlines. At Range C, the journey level, the scope of work increases as well as the effect on programs and services. Errors or omissions could result in violations of statutory requirements, causing delays in completion of the Department's or other agency programs and loss of public trust.

PUBLIC AND INTERNAL CONTACTS

The incumbent works individually and in task teams to advise DPAC managers and customers regarding DPAC processes. In addition, the incumbent is in frequent contact with all levels of Caltrans and DGS staff and staff of other state agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. May be required to travel or participate in training/outreach activities both in the Districts and HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year. Keyboard use is approximately 75% of the time.

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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.)

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
