

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Construction/Administrative Support/Field Facilities
WORKING TITLE Construction Field Facilities Coordinator	POSITION NUMBER 904-501-5393-XXX
	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 a Staff Services Manager I, the incumbent will plan, organize and manage all field facility operations for District 4-Division of Construction. This position performs the more responsible, varied and complex technical analytical assignments along with continually providing consultative services to management or other stakeholders. This position is differentiated from the District Facilities Building Operation duties as it involves setting up construction offices from beginning to end. As a full journey level analyst, the incumbent will be a subject-matter generalist who must provide total analysis as it relates to the Construction Program for the nine counties in the San Francisco Bay Area and serving almost twenty Construction offices and locations. This position does not supervise but acts as lead worker in the unit. Occasional travel may require an overnight stay due to training purposes.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Lead Climate Action - Engagement, Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Integrity, Pride)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	<p>Pre-Leasing: The incumbent in coordination with upper management including the Division Chief, Construction Manager and Senior will determine location and property needs for field staff based on future and ongoing construction projects. This position will provide technical advice and recommendations regarding the viability of using leased commercial buildings or trailers for use as Resident Engineer (RE) office. Incumbent will work with the District Right of Way Property Management Coordinator and private property owners and/or managers in obtaining the RE office. During this phase, incumbent will make analytical decisions and evaluate problems, coordinate with real estate and property agents, offer routine relocation and moving assistance and provide property agents with divisional lease requirements. Inspect potential property to determine their suitability for meeting standards of decent, safe, and sanitary conditions in accordance with applicable State and Federal regulations.</p> <p>Leasing: Serves as a primary advisor when negotiating the contract terms—lease period, space requirements, total lease payments (including yearly percentage increases) and tenant improvements. These tasks are vital in obtaining an acceptable lease agreement for the State of California. In coordination with District Right of Way, Information Technology (IT), and private property owners; the incumbent outlines specific divisional requirements and scopes of work for the property lease agreements. This includes providing necessary parties with specifications for build-outs, cubicle layout, computer networking and telecommunications. Before execution of a lease, incumbent ensures all tenant improvements are completed as set forth in the leasing agreement. Upon completion of the tenant improvements the incumbent arranges the moving of employees into the field offices using appropriate moving services. Upon execution of the lease, the incumbent ensures monthly lease payments are processed in the AMS Advantage Accounting System and determines proper funding accounts. Creates encumbrances for various contractual agreements as well as Miscellaneous Vendor Advances (MGAX) and Requisitions (RQS). Incumbent must continually coordinate with the private property managers to resolve all problems that occur within the leased facility.</p> <p>Post-Lease: Before lease agreements expire, incumbent will work with a Senior or Construction Manager in determining viable building locations for staff to move depending on the location of future construction projects. This phase occurs if the lease agreement will not be renewed.</p>
25%	E	Incumbent initiates and manages multi-thousand dollar contracts with vendors such as: janitorial service, pest control, garbage disposal and security services. Must use appropriate procurement methods, including usage of assigned Cal Card and creating contracts, to purchase goods and services related to facilities management. Incumbent may be required to visit vendors to obtain bids and gather information necessary for the execution of a contract. A scope of work will be created by the incumbent during this task. All services mentioned are used at close to twenty leased properties throughout the Bay Area and two State owned buildings in San Jose (Knox Ave.) and Richmond (Regatta Blvd.).
20%	E	Incumbent acts as the lead worker over the unit by providing the following support services to the District 4 Division of Construction. Trains new field Facilities Coordinator personnel and updates unit staff. Reviews and ensures accuracy of all leases and all facilities service contracts before approval by the unit's manager.
20%	E	Incumbent will maintain an accounting on the status of all field facilities managed by the Division of Construction. This includes lease information, costs, and dates of renewals or terminations, main contacts for the facilities, locations, and space dimensions. Will research and write detailed reports concerning any potential cost savings to the state on all facilities maintained.
5%	M	Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the unit as required.

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 position acts as a lead worker over the Field Facilities unit staff. Will provide expertise to new Facilities Coordinators for

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training needs. This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: General real estate concepts, general contractor practices, knowledge of terminology used in a legal context, principles and trends of public and business administration, organization and management; analytical techniques; effective oral and written communication techniques; District and Departmental policies, State Administrative Manual, and a large and exacting body of leasing rules and regulations. Comprehensive understanding of and an ability to apply laws and regulations relating to property management activities, Must be able to become proficient in the use of Microsoft Office Suite (including Word, Excel, Access and Visio), Department's Accounting System (AMS Advantage) and other state computer systems.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally 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; coordinate the work of others and act as team leader; and appear before District management and other committees. These abilities will allow incumbent to analyze data and situations; identify and solve problems; reason logically and draw valid conclusions; develop effective solutions; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement Departmental policy; be resourceful in independently researching and using processes available to meet program objectives; and be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must be able to evaluate budget constraints and policies, Division, District and Departmental policies, and be able to recommend optimum use of the operating budget. Will be required to review, analyze and compare performance data and specifications of a technical nature to insure that any decisions or processes will meet the needs of the Division of Construction.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in the analysis of facilities arising in the areas of responsibility, preparation of reports, documents, and correspondence could result in misdirected staff work, significant cost overrun, and substantial project delivery delay.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with all levels of employees in various internal Division and Departmental functions, other State agencies, and public and private entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; acknowledge the various responses and act independently with open-mindedness and flexibility. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel on occasion to Construction field offices or trailers.

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.

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Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The incumbent may be required to conduct business travel on behalf of the Department or commute to the headquarterd 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 headquarterd location will be the responsibility of the incumbent.

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