

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Office of Business Operations & Safety(OBOS)/BSB/FMP	
WORKING TITLE Space Planning Coordinator	POSITION NUMBER 559-045-5393-034	REVISION DATE 03/03/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of the Branch Chief, Business Services Branch-Farmers Market Plaza (BSB-FMP), a Staff Services Manager I (SSMI), in a customer service environment, the incumbent independently performs the more responsible, varied, and complex professional-level administrative duties for the Division of Engineering Services (DES). Typical tasks include but may not be limited to the following:

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. (Employee Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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. (Equity - 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. (Employee Excellence - 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. (Equity - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - People First)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Stewardship)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Pride)

TYPICAL DUTIES:

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

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40%	E	<p>As the single point of contact for the Division of Engineering Services (DES), independently oversees and coordinates all aspects of DES space needs at Farmers Market Plaza (FMP). Advises and Consults DES management and staff as the DES liaison to ensure DES customer space needs and staff requirements are met. Implements and coordinates modifications with Division of Business Operations (DBO) staff, vendors, contractors, building management, and all levels throughout Caltrans to ensure that the State Administrative Manual and DBO specifications are followed.</p> <p>Responsible for evaluating space needs, resource planning, cost and budget analysis, proposals, schedules, cost analysis, decision documents and decision making materials for management on space allocations, relocations and facility utilization. Coordinates all construction phases to ensure final products meet DES operational needs, workstation manufacturer standards and space guidelines.</p> <p>Independently analyzes, prioritizes, oversees and maintains modular furniture and related items inventory (like Reasonable Accommodation equipment) for modular workstation reconfigurations in FMP. Evaluates needs, costs, budget in preparing documents and requests according to specifications. Advises DES supervisors and staff of options and leads Business Services staff and movers in procurement and installation of work stations, and equipment resulting from ergonomic evaluations.</p> <p>Prepares written reports and management briefings, including issue papers or project status, spreadsheets with electronic floor plans, project evaluation, alternative proposals and impacts with cost analysis for management decisions, emails and correspondence as necessitated by and for management. Plans, prepares, monitors, and provides functional input in the preparation of proposals, studies, and reports as directed by the Business Services Branch Chief. Prepares, and takes action to maintain the accuracy of detailed electronic drawings of existing space and reconfiguration proposals of modular furniture and office space utilizing various software programs, which may include but are not limited to Micro-station, Adobe Illustrator, and AutoCad.</p>
15%	E	<p>Provide effective administration and processing of DES acquisitions, ensure internal and external policy and procedures are met and in compliance. Prepare documents for procurement and contract execution, working closely with DES staff and Division of Procurement and Contracts (DPAC) and utilizing various procurement mechanisms including CAL-Card. Work directly with Contractors and Vendors to obtain proper forms and procurement documentation regarding bids and solicitations. Make recommendations, and complete formal/informal bid solicitations in accordance to Government Code, Public Contract Code, State Administrative Manual and the State Contracting Manual. Review procurement files to ensure proper support documentation and accuracy are included. Assist with providing expertise and consultation as a subject matter expert to DES staff related to State procurement policies and procedures including CAL-Card. Correctly input information into AMS Advantage to process acquisitions. Work with DES staff and vendors to collect information, resolve disputes, invoices, and receiving records for payment. Assist in data analysis, reports and forecasting of DES Procurement needs. Gather data, prepare and compile reports and tracking of procurement types, methods and products.</p>
15%	E	<p>As the Forms Officer for DES, the incumbent serves as the division contact for any form revisions/ creations. Coordinates efforts with the division form author prior to sending a form to the departmental Forms Coordinator. Works closely with the departmental Forms Coordinator on any new or modified forms. Ensures all forms are processed and approved by the departmental Forms Coordinator. Maintains a list of forms for each division. Informs the departmental Forms Coordinator of all business and public-use forms to comply with Government Code section 14770-14775.</p>
15%	E	<p>As the DES Records Retention liaison the incumbent is responsible for updating, monitoring and ensuring the accuracy of the DES Record Retention Schedule and coordinate the annual Records Management Inventory. Coordinate and maintain the Records Transfers Lists for transmittal and the Records Retrieval requests for record retention boxes to and from the State Records Center. Responsible for coordinating with the Caltrans Statewide Records Retention program coordinator and communicating with the State Records Center and DES subdivisions to confirm dates for Records Destruction.</p>
10%	E	<p>Serves as back-up for facilities operations include coordination with security, janitorial and building management staff to facilitate tenant improvements to HVAC, electrical, and logistics in FMP. Monitors and tracks all building facility repair and service requests from customers. Oversees, investigates and coordinates facility issues with the Building Operations Center to ensure repairs are handled in a timely manner.</p>
5%	M	<p>Other duties as required. May serve as lead to other branch staff and as acting Branch Chief.</p>

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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

The incumbent in this position does not supervise staff; however, he/she may provide lead direction for staff and/or guidance to clerical and/or student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles, practices, and trends of public and business administration, including budgets, program evaluation, or related areas; governmental functions and organization at the state level.

The incumbent must be knowledgeable of the Department's mission, goals, and programs; laws, rules, and policies of the State of California. The incumbent must possess knowledge of pertinent laws, statutes, and regulations regarding resources, contracts, and general office operations. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks with short notice. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to recognize potential project-related problems with personnel, fiscal resources, or scheduling and either take or recommend corrective action. The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Knowledge of and ability to use personal computer equipped with e-mail (Microsoft Outlook), word processing and spreadsheet software including Microsoft Office Suite (Word, Excel, and PowerPoint), Micro-station, Adobe Illustrator, and AutoCad are required.

The incumbent must reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems, develop communication documents and reports on a variety of issues, and maintain a level of professional integrity to ensure Department Policies and Procedures are followed.

The incumbent must be able to prepare complete and comprehensive reports, letters, and articles; make effective presentations, use good judgment for analysis of resource requirements; be able to coordinate effectively with all levels of management and employees.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Division management. The incumbent is responsible for the accuracy of all statistical data and all staff analyses performed. Decisions based on the information provided by the incumbent could directly impact the effectiveness of the division in meeting its goals, objectives and fiscal constraints.

Many tasks associated with this position are requests that must be responded to in a timely manner; including report requests and data requests, etc. Failure to respond to these needs in a timely manner can result in delay of critical decisions which can impact budget issues, legal issues and internal affairs.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with all levels of DES staff, including the Division Chief, and Deputy Division Chiefs, district and Headquarters' staff. Other contacts include other state and federal agencies, and outside vendors. Incumbent will need to have the ability to work constructively and objectively with others to provide service and consultation, and resolve issues. A positive customer service focus is required in all communications.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to handle multi-task while regularly responding to e-mails and phone calls. This position requires the incumbent to

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be flexible and adaptable to changing policies, rules and regulations as it relates to personnel administration. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

WORK ENVIRONMENT

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, as determined by the Department. Incumbent will be exposed to various work environments. While at their base of operation, the employee will work in a climate-controlled office under artificial LED lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The selected candidate may be required to travel to the headquartered location, therefore, incumbent must be able to travel using a car or commercial transportation.

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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