

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION D8 / Maintenance / South Region Office (EFIS# 2404)	
WORKING TITLE Region Timekeeping Analyst	POSITION NUMBER 908-790-5157-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:**

Working under the supervision of a Staff Services Manager I, the Staff Services Analyst (SSA) will be the timekeeping and transactions analyst, and pre-employment and Return to Work (RTW) Drug Testing Coordinator for the District 8 Division of Maintenance, South Region. Duties and responsibilities require in-depth research, independent judgment, effective teamwork, discretion, and the ability to interpret data to uniformly apply policies and procedures in a multitude of varying situations. Incumbent will be required to be familiar with the bargaining unit contracts applicable to the Division of Maintenance, including BU1, BU4, and BU12, especially as related to timekeeping and leave policies. Must be able to maintain a high level of confidentiality, initiative, and accuracy under strict deadlines in accordance with District, Department, State and Federal laws, policies, procedures, rules and guidelines.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, 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 - Equity, Innovation, Integrity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **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, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, 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, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

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

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40%	E	<p>Timekeeping analyst works independently with Staff Central and IMMS (Integrated Maintenance Management System) applications to monitor field maintenance staff time sheets, running and comparing reports to ensure accurate time and leave entries. Duties and responsibilities require in-depth research and analysis, independent judgment, effective teamwork, discretion, and the ability to interpret data and uniformly apply contract language, regulations, policies, and procedures to varying and complex timekeeping situations. Incumbent is responsible for ensuring all reported time for field maintenance staff is accurate for the monthly MERSI (Maintenance Employees Reporting System Interface) process. Works closely with Supervisors and advises them on necessary corrections. Works closely with Superintendents for daily employee time sheet approvals. Updates employee job information in Staff Central; moves employees between crews in IMMS; prepares payroll-related documents and employee separation paperwork; processes monthly bonus pay requests for eligible Supervisors; audits Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies; runs 672 (pre-MERSI) report; analyzes, researches, and corrects discrepancies before the final MERSI run. Runs post-MERSI reports; identifies and investigates discrepancies; reports findings to Human Resources Transactions Specialists; tracks status of pay discrepancies and is responsible for ensuring all pay issues are rectified and compensation is issued in accordance with Timely Payment of Wages regulations within the pertinent Bargaining Unit contract. Incumbent is responsible for pick-up, tracking, and distribution of payroll warrants, salary advances, and other miscellaneous pay issued to region employees.</p>
20%	E	<p>Incumbent pulls overtime (OT) and Compensated Time Off (CTO) reports, analyzes the reports to ensure compliance, and reports the information to the SSMI and Maintenance Manager II. Monitors, tracks, and calculates Permanent Intermittent (PI) employees' time daily via Excel; analyzes reports, updates the electronic log to track PI hours on a monthly basis after MERSI run, submits reports to the SSMI and MMII, and alerts management if extension requests for PI hours need to be submitted. Incumbent acts as PI Coordinator; composes letters of crew assignment, reassignment, and release; tracks PI service months and probationary status; ensures employee time base changes are processed accurately. Runs monthly time sheets (M33s) and sends to employees and supervisors for review and signatures; makes needed corrections identified by employees on the M33s after review. Assists Supervisors and Superintendents with issues regarding personal leave usage, leave without pay, and separation documents. Ensures proper leave usage is reported to the Personnel Specialist and assists Supervisor in monitoring and tracking employee leave balances used under protected leave programs. Tracks and monitors employees' leave balances in Staff Central; Identifies leave balances approaching or exceeding the designated leave balance limit and communicates findings with the Supervisor, Superintendent, SSMI, and MMII; tracks receipt and compliance of Leave Balance Reduction Forms; alerts SSMI and MMII of non-compliance.</p>
20%	E	<p>Incumbent acts as the Drug Testing Coordinator for Return to Work (RTW) and pre-employment activities, initiating the proper paperwork and submitting to the Office of Driver Certification and Substance Abuse (ODCAST) for new hires and safety sensitive classification employees. Works with ODCAST to ensure all applicable employees are enrolled into the Federal Drug &amp; Alcohol Clearinghouse. Monitors DMV Employer Pull Notice (EPN) program compliance by requesting and receiving pull notices. Maintains current, organized, and filed log of DOT physicals and pull notices. Works with Supervisors, Superintendents, and Managers to coordinate distribution of EPN records; alerts management of any licensing or driving record issues, pending actions, or other notices provided by ODCAST. Incumbent coordinates with Supervisors of eligible staff to facilitate processing of Commercial Driver's License (CDL) and Qualified Applicator Certificate (QAC) pay differential package submissions and cancellations; monitors ongoing pay differential eligibility and notifies supervisors when eligibility may change.</p>
10%	E	<p>Incumbent works closely with the Maintenance Hiring Analysts to coordinate and ensure all new and transfer employee hire documents have been completed and submitted for accurate keying and meeting of timely payment of wages compliance measures. Incumbent tracks and verifies accuracy of database updates on employee hires, transfers, separations, and payroll status. Creates reports and summaries as needed to identify issues and works with Managers to recommend and implement solutions. Incumbent may be assigned to assist with or complete special projects or analytical tasks within the scope of region office duties and assignments.</p>

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10%	M	Provides back-up assistance during the absence of other personnel, including, but not limited to: receptionist, phone coverage, and general office duties. May be required to travel to areas of assigned responsibility to assist Supervisors and/or Superintendents with scheduled interviews, meetings, or other special assignments as needed. Will act as backup Training Coordinator for the Region, reviewing office training requests to ensure compliance with department training policies and regulations; develop and coordinate presentation or orientation training packages for field personnel; prepare training guidelines for "on-the-job" training and training administrative staff, and monitor and determine employee training needs using the Learning Management System (LMS). May also process and monitor Travel Advance (TA) and Travel Expense Claims (TEC's) for the Region.
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<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise but may provide guidance or on the job training to newer Region staff.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have strong written and verbal communication skills, and the ability to prepare summarized or detailed written correspondence, in a clear and logical manner. Knowledge of basic grammar, spelling, punctuation, and math is required. Must use good work habits such as punctuality, accuracy, and dependability. Must have the ability to perform professionally, follow oral and written directions, evaluate situations accurately, and take effective action. Must be able to work successfully both independently and as part of a team. Must be able to establish and maintain cooperative working relationships. Must be able to carry out assignments expeditiously, completely and with an optimistic approach. Must collect, categorize, maintain, and summarize information. Must be capable of creative, logical thinking and open to new or different ideas and opinions with an emphasis on customer service.

Must have knowledge of modern business practices and common office equipment. Must be proficient in the use of personal computer hardware and software, including Microsoft Word and Excel. Must be proficient in research techniques and accessing information from computer applications such as the Internet, departmental intranet, existing spreadsheets and other departmental resources. Must have knowledge of, and adhere to, the rules and regulations regarding timekeeping practices as outlined by the Department of Human Resources and applicable Bargaining Unit Memorandums of Understanding (MOUs). Must be able to effectively identify and analyze problems. Must be able to effectively evaluate information from regulations, departmental policies, laws and/or rules; determine its relevance; consider the effect of such changes; and make recommendations for action using sound judgment to generate and evaluate alternatives.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for accurate and timely entry of data regarding employee time sheets. Errors in judgment could result in financial hardship to employees and monetary loss to the Department. This position requires the incumbent to ensure confidentiality in all dealings with personal information. Loss of confidentiality could subject the department to civil lawsuits and/or additional costs to the Maintenance Program. Failure to carry out the above identified duties may result in inaccurate information, extra work to make corrections, and the loss of hiring privileges.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent has continuous contact with fellow employees and frequent contact, by telephone, written correspondence and in person, with a wide variety of State personnel and the public. Contact includes representatives from state and local law enforcement, fire and emergency medical personnel, court referrals, and individuals from various other state and local government agencies.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent is required to operate a personal computer workstation as well as other common office equipment, perform filing, phone communications, and other office-related duties. Physical activities will include standing, walking, bending and twisting at the neck and waist, stooping, squatting, climbing, and kneeling. Other physical activities may include reaching above the shoulder, pushing or pulling, simple grasping, or fine manipulation, and lifting or carrying equipment or boxed files weighing up to 25 pounds.

The incumbent must be self-motivated, organized, and adaptable to changes in priorities to complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships. Must have the ability to handle communications with internal and/or external contacts in a professional and courteous manner. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in various situations. The incumbent must be able to maintain a high level of

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confidentiality, handle pressure, maintain focus, perform productively and effectively, while remaining optimistic, even under adversity.

This position may require independent travel for State business.

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### WORK ENVIRONMENT

The base of operation will be the South Region Office, located in Riverside CA. While at their base of operation, the incumbent will work in a climate-controlled office in a cubicle setting under artificial lighting. Incumbent may occasionally attend off-site meetings, or special events within the state. May be required to travel for training purposes and will be required to travel occasionally to the District Office and Maintenance Stations in the Region.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on the operational needs of the Division of Maintenance. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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