

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION District 4- East Bay/Delta Maintenance Region	
WORKING TITLE Staff Services Analyst- Contract Support	POSITION NUMBER 904-640-5157-xxx	REVISION DATE 12/19/2024

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 the Staff Services Manager I and Region Manager II, the Staff Services Analyst provides technical expertise in a wide variety of administrative activities within two Maintenance Region Offices. The incumbent will perform complex, technical analytical staff services, recommends and participates in the administrative business management, fiscal, and public information policy, and is responsible for administrative support and analyst functions within both Maintenance Region Offices. Incumbent will use data from several databases, maintenance program activities to develop and maintain spreadsheets or databases for real time monitoring purposes. Reviews and analyzes organizational concepts and classification changes, consults and makes recommendations to District Office and/or Administrative Service Center. Incumbent will compile results and provide written reports and presentations to management. Additionally, incumbent will coordinate and facilitate meetings. Occasional travel may require office coverage or an overnight stay due to training purposes. The incumbent is responsible for providing direct administrative support to the East Bay/Delta Maintenance Region. Hours of work are 7:30 a.m. to 4:00 p.m. A valid California Drivers License is desirable.

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 - Engagement, 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 - Integrity, Pride)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence - Equity, 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. (Safety First, Cultivate Excellence - Equity, Integrity, Pride)

TYPICAL DUTIES:

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

45%	E	Prepares and reviews monthly invoices of various contracts for work performed by contractors and outside vendors. Works to ensure all invoices are paid and submitted in a timely manner with exceptional accuracy which includes reviewing codes, balances, contract items and allocations. Using AMS Advantage, the incumbent will assist in obtaining information and completing documents to maintain various services related to field office operations. This involves review of complex daily activity documents, payroll, and computer database information which may be needed on a weekly and/or monthly basis. Will assist the Contract Manager with contract administration by performing administrative duties that require the monitoring and daily updates of the database to track spending activity of each contract. Review task orders, and work performance reports for accuracy. As a result of monitoring and maintaining contract databases will plan and prepare status for the field office program with recommendations on under/over spending, incorrect and/or incomplete documents.
40%	E	Analyze and identify problems with payments for labor compliance and ensure accurate billing of all contracts. Make recommendations to the Contract Manager for determination of the appropriate method for resolution regarding any miscalculations or inaccuracies. Incumbent shall also maintain project database and project files which include filing, storing and archiving.
10%	M	Act as a communication liaison for the field office, Accounts Payable personnel, and attend training as deemed mandatory or necessary. Answers phones and dispatch radio calls.
5%	M	Other duties 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 does not supervise. Incumbent must be able to analyze problems and make appropriate decisions. Must be able to communicate effectively at all levels, including during highway emergencies.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of methods used to track and monitor expenditures and contract resources. Must be able to present ideas and information both orally and in writing. Must be able to determine priorities and maintain accurate records. Must have good organizational skills and must be able to discern information needed. Must have computer skills in Microsoft Word, Excel, AMS Advantage, Outlook and other databases. Must be able to demonstrate a positive attitude and commitment to conduct business in a professional manner to reason logically and to utilize a variety of analytical techniques to resolve problems, develop and evaluate alternatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment may result in the release of confidential information. This may result in monetary loss to the department in the form of lawsuits, grievances or other legal action. Incorrect information provided may result in a loss of credibility for the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have contact with all levels of departmental staff. Incumbent will work closely with Headquarters Accounts Payable staff. May have contact with outside vendors regarding timely submittal of invoices. This position will also have contact with the general public. Must be congenial and tactful in dealing with others and must have the ability to develop and maintain cooperative working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to analyze and prioritize work situations and take effective action to resolve any problems encountered. Must be able to work effectively under changing priorities. This position works with sensitive information and must be able to maintain confidentiality. Incumbent must have excellent communication and writing skills and be able to interact with all levels of staff and the general public in a cohesive manner.

WORK ENVIRONMENT

Will work in a climate controlled office under artificial lighting. Will sit for long periods of time using a computer, monitor, sit-stand station, telephone and dispatch radio. May be required to work overtime, Holidays and occasional weekends. This position does not telework.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.