

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	DISTRICT/04/MAINTENANCE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Contract, Procurement & Administrative Analys	904-660-5393-xxx	10/09/2025

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 direction of the Staff Services Manager I, the Contract, Procurement & Administrative Analyst independently performs a wide range of analytical and administrative duties related to contracts, procurement, invoicing, space planning, and facilities management. This role involves identifying procurement needs, selecting suppliers, negotiating contracts, and ensuring timely and cost-effective acquisition of required items. The Purchase Officer ensures compliance with the department policies and regulatory requirements while maintaining strong vendor relationships and optimizing purchasing processes. The incumbent ensures all activities comply with state and departmental policies, supports budget monitoring and reporting, and collaborates with management and program staff to improve operational efficiency. This position plays a key role in supporting the Division's fiscal accountability, resource management, and administrative coordination.

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. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livibilty in all Communities - Engagement, 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 - 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, Advance Equity and Livibilty in all Communities - Engagement, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence, Advance Equity and Livibilty in all Communities - Equity, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Lead Climate Action - Innovation, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

50%		Contract and Procurement Management The Procurement analyst is responsible for managing the procurement of goods and services for the division. This role involves identifying procurement needs, selecting suppliers, negotiating contracts, and ensuring timely and cost-effective acquisition of required items. Incumbent ensures compliance with department policies and regulatory requirements while maintaining strong vendor relationships and optimizing purchasing processes. Prepare, process, and track procurement requests, purchase orders, and contracts in accordance with State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC), and departmental procedures. Develop solicitation documents such as Requests for Proposals (RFPs), Invitations for Bids (IFBs), and Requests for Quotations (RFQs). Coordinate with vendors, program staff, and the District Procurement Office to ensure timely processing of goods and services. Negotiate pricing and contract terms to achieve cost-effective outcomes and ensure favorable conditions. Monitor contract expenditures, initiate amendments as necessary, and ensure documentation is complete and audit-ready. Provide regular status updates and summary reports to management regarding contract activities and spending trends. Coordinate with inventory management teams to ensure optimal stock levels, and that items purchased are properly CT-tagged. Monitor inventory levels and manage reorder points to prevent stockouts or overstock situations. Ensure all procurement activities are accurately documented and maintained in the procurement system. Monitor the delivery of purchased goods and services to ensure they meet specifications and delivery deadlines. Conduct regular inventory audits and reconciliations.
10%	M	Invoice Processing and Fiscal Coordination Review, verify, and process invoices and payment requests for accuracy, compliance, and appropriate budget coding. Coordinate with Accounting, Procurement, and program staff to resolve discrepancies and ensure timely vendor payments. Maintain invoice tracking logs, reconcile payments against contracts and purchase order balances, and generate monthly expenditure and variance reports for management. Assist with budget monitoring, expenditure tracking, and preparation of financial summaries and reports
10%	M	Coordinate with the District Facilities Office on office space planning, moves, and layout updates to ensure staff are assigned to their designated work areas. Maintain and update the Division's space utilization database, floor plans, and occupancy records. Collaborate with Facilities staff to identify space needs, ergonomic adjustments, and furniture or equipment requests. Provide facility and space utilization reports and recommendations to management to support planning and decision-making.
10%	M	Ensure all procurement and contracting activities comply with state and federal laws, departmental policies, and executive orders. Conduct periodic reviews of procurement processes and maintain audit-ready documentation. Track and report key performance indicators (KPIs) related to procurement and administrative activities. Prepare and present analytical reports, dashboards, and summaries for management review. Analyze procurement and administrative data to identify trends, inefficiencies, and areas for improvement. Recommend and implement process enhancements to streamline operations and strengthen compliance. Maintain strong vendor relationships and promote sustainable, ethical sourcing practices. Provide consultation, advice, and reporting to Division management regarding procurement, contracts, and administrative strategies. Support staff training and knowledge-sharing initiatives in procurement and administrative procedures.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

10%	M	Administrative Support Role: Support property control functions, including inventory tracking, asset reconciliation, and CT-tag verification. Coordinate with inventory management teams to maintain optimal stock levels and prevent shortages or overages. Manage the Division's e-postal mail system, ensuring incoming correspondence, invoices, and documents are logged, routed, and archived appropriately. Train and back up other administrative staff and perform Maintain electronic filing systems to ensure document accessibility and compliance.
10%	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 staff, but may act as a cover or lead person as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Strong knowledge of State procurement and contracting regulations, including State Administrative Manual (SAM), State Contracting Manual (SCM), and Public Contract Code (PCC).
Experience with FI\$Cal, Cal eProcure, SharePoint, and Microsoft Office applications.
Excellent analytical, organizational, and communication skills.
Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
Demonstrated experience in budget tracking, facilities coordination, and vendor management.
Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial 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, act as a team or conference leader.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The Contract/Procurement Analyst is responsible for developing, reviewing, and recommending the approval of contracts and procurement documents, directly impacting the legal and financial commitments of the D4 Division of Maintenance. Errors in contract development, supplier selection, or procurement decisions can have significant financial impacts, such as overpayments, cost overruns, and budget mismanagement. Inaccurate or non-compliant contracts can result in legal disputes, penalties, and potential litigation, exposing the organization to various legal risks and liabilities. Furthermore, poor procurement decisions or delays can disrupt the supply chain, leading to shortages of critical supplies and negatively affecting the operational efficiency of the D4 Division of Maintenance. Reputational damage is another potential consequence of errors in procurement processes or supplier relationships. Mistakes can undermine trust and credibility with stakeholders, vendors, and the public. Regulatory non-compliance can result in findings, audits, and sanctions from regulatory bodies, further complicating the organization's operations and increasing scrutiny from external entities. Inaccurate or delayed procurement activities can lead to project delays, impacting timelines and potentially leading to increased costs and resource allocation issues. Contract/Procurement Analyst will be held accountable for errors that impacts the operational efficiency, financial stability, and department's reputation.

- Performance Indicators:
- Cost savings achieved through effective procurement strategies.
 - Timeliness and accuracy of purchase orders and deliveries.
 - Supplier performance and relationship management.
 - Compliance with procurement policies and regulations.
 - Inventory levels and turnover rates.
 - Achievement of sustainability and ethical sourcing goals.

Other Indicators: Accuracy and timeliness of mail sorting and electronic distribution. Quality and completeness of mail records and documentation. Compliance with confidentiality and security protocols. Responsiveness to staff inquiries and mail-related issues.

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains frequent and collaborative contact with a wide range of internal and external stakeholders to ensure effective coordination of procurement, contracting, and administrative activities.

Internal Contacts: Division of Maintenance managers, supervisors, and staff to discuss procurement needs, contract status, budget alignment, and administrative processes. District and Headquarters Procurement, Accounting, and Budget Offices to coordinate purchase requests, payments, and fiscal reporting. Facilities, Property Control, and IT staff to coordinate space planning, equipment inventory, and asset management.

Executive and Branch management to provide updates, reports, and recommendations regarding procurement performance, expenditures, and compliance metrics.

External Contacts: Vendors, suppliers, and contractors to request quotations, clarify specifications, negotiate terms, and monitor contract performance.

Department of General Services (DGS), CALPIA and other control agencies for guidance and compliance with state procurement and contracting laws.

Other Caltrans Districts and Divisions to share best practices and coordinate statewide or inter-district procurement activities.

Local government agencies and service providers on interagency agreements, joint-use facilities, and cooperative purchasing efforts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Ability to move around the office, access file cabinets, operate office equipment and interact with colleagues. Proficiency in using computer keyboards, operating office equipment, and handling paperwork, communicate effectively, and participate in meetings. Occasionally lift and move office supplies, documents, and equipment weighing up to 25 pounds.

Mental Requirements:

Concentration: Sustained concentration and attention to detail required for reviewing contracts, procurement documents, and compliance regulations.

Problem-Solving: Ability to analyze complex procurement issues, develop solutions, and make sound decisions. Multitasking: Manage multiple projects and tasks simultaneously, prioritize effectively, and meet deadlines.

Memory: Retain and recall information regarding policies, procedures, regulations, and past procurement activities. Analytical Thinking: Evaluate data, identify trends, and make strategic recommendations based on findings.

Emotional Requirements:

Stress Management: Ability to handle stress and maintain composure while managing tight deadlines, complex procurements, and regulatory compliance.

Interpersonal Skills: Communicate effectively with staff, managers, vendors, and other stakeholders; maintain positive working relationships. Adaptability: Flexibility to adapt to changing priorities, regulations, and work environments.

Conflict Resolution: Address and resolve conflicts or issues that may arise in procurement processes or contract negotiations.

WORK ENVIRONMENT

Work is conducted in a typical office setting with standard office equipment and minimal exposure to adverse environmental conditions. Adhere to ergonomic principles and workplace safety guidelines to ensure a comfortable and safe working 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered 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 headquartered location will be the responsibility of the selected candidate

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

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