

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION 08-690 NORTH REGION OFFICE (EFIS # 2374)	
WORKING TITLE Region Timekeeping Analyst	POSITION NUMBER 908-690-5157-XXX	REVISION DATE

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

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, North 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, optimism, and accuracy under strict deadlines in accordance with District, Department, State and Federal laws, policies, procedures, rules and guidelines. Incumbent must possess and maintain a valid driver's license when operating State vehicles and be willing to travel when needed.

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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Timekeeping analyst works independently with Staff Central and IMMS (Integrated Maintenance Management System) applications to monitor field maintenance staff time sheets, running and comparing the 'Four Daily Process' 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. Upon time approval, incumbent will complete Time and Attendance processes by running Attendance Action Reports (AAR) and preparing time for electronic interface with the State's payroll system, allowing Human Resources Transactions Personnel Specialists to make any last-minute corrections before finalizing all time received. Works closely with Supervisors and advises them on necessary corrections for appropriate leave usage. Works closely with Superintendents for weekly employee time sheet approvals. Updates employee work history 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; tracks and monitors employees' leave balances in Staff Central and IMMS. Incumbent is responsible for pick-up, tracking, and distribution of payroll warrants, salary advances, and other miscellaneous pay issued to region employees.
20%	E	Incumbent pulls overtime (OT) and Compensated Time Off (CTO) reports, analyzes the reports to ensure compliance, and reports the information to the SSMI, Maintenance Manager II, and District IMMS Coordinator. 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. Works with Hiring Staff for the PI seasonal hire process. 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. Processes FMLA/CFRA and other protected leave document packages upon request of the Supervisor; prepares document package, emailing or mailing via Certified Mail as directed, and tracks forms package in alignment with State and Federal guidelines. Ensures proper leave usage is reported to the Personnel Specialist. Assists Supervisor in monitoring and tracking employee leave balances used under protected leave programs.
20%	E	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 & 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.
10%	E	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 is responsible for 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.
5%	E	Attends and participates in all Timekeeping, Region Office, and District Office-scheduled meetings, trainings, etc., including note-taking, when requested. Communicates training needs and responds to training requests from the SSMI, Maintenance Manager II, and District Maintenance Training Coordinator.

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5%	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.
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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

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires detailed and sensitive employee contact and independent action. 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, develop, 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, employee database, existing spreadsheets and other departmental resources. Must have knowledge of, and adhere to, the rules and regulations regarding best hiring and 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 their accuracy, applicability, and relevance; consider the effect of proposed or enacted changes; and using sound judgment to generate and evaluate alternatives, make recommendations for action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to work closely with managers, supervisors, and superintendents on various hiring, pay, and contract issues. Will have daily contact with Region staff, District employees, as well as Headquarters Human Resources staff. Incumbent ensures that the public and employees are treated with consideration and respect, and must display tact, professionalism, confidentiality, and sensitivity in all communications. Incumbent is expected to maintain a favorable public image for the State.

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. Due to constant interruptions, incumbent must have the ability to concentrate, prioritize, and multitask to complete regular work assignments. 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 confidentiality, handle pressure, maintain focus, perform productively and effectively, while remaining optimistic, even under adversity.

This position may require independent travel for State business.

WORK ENVIRONMENT

The base of operation will be the North Region Office, located in San Bernardino CA. While at their base of operation, the

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incumbent will work in a climate-controlled office in a cubicle setting under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may occasionally attend off-site meetings, trainings, or special events within the state where climate and accessibility are uncertain; may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Work environment includes constant interaction with a diverse group of customers and co-workers. Working hours will be set sometime between 0600 and 1630 hours, Monday through Friday, and it is expected that the employee will report to work on time and remain productive throughout the day.

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.

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
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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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