

CURRENT/PROPOSED DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION District 4-East Bay/Delta Maintenance Region	
WORKING TITLE Staff Services Analyst-Region Administrative Support	POSITION NUMBER 904-640-5157-XXX	REVISION DATE 10/03/2025

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

GENERAL STATEMENT:

Under the 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. Provide monthly, annual and fiscal budgetary and personnel reports. 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.

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, Employee Excellence - Collaboration, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - 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, Employee Excellence - 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. (Employee Excellence - Innovation, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, 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, Employee Excellence - Collaboration, 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, Employee Excellence - 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, Employee Excellence - 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, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Serve as a Timekeeping analyst will be responsible for independently running time daily for 3-8 Superintendents and up to 23-26 crews consisting of 320 employees. Incumbent will be using the Integrated Maintenance Management System (IMMS) and Staff Central. Duties and responsibilities require strong attention to detail, research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, policies and procedures to specific situations, rather than the mere application of detailed rules and procedures. Is responsible to ensure that all reported time for field Maintenance is accurate for the monthly MERSI run. Works closely with Supervisors and advises them on necessary corrections on appropriate leave usage. Works closely with the Superintendents for weekly employee time sheet approvals. Update employees work history in Staff Central; move employees between crews in IMMS; prepare payroll-related documents; employee separation paperwork; process monthly bonus pay requests for Supervisors; audit Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies; run 672 (Pre-MERSI report); analyze, research, and correct discrepancies before the final MERSI run; track and monitor employees' leave balances in Staff Central and IMMS.
25%	E	Incumbent will be required to pull overtime (OT) at and compensated time off CTO) reports, analyze the reports to ensure compliance and report information using IMMS and LEMO databases to provide accurate hours to Coordinator, Region Manager II or Staff Services Manager I. Responsible for tracking and calculating Permanent Intermittent (PI) employees' time daily via excel; and analyze reports, update the electronic log to track PI hours on a monthly basis after MERSI run, submits reports to MM II or SSM I and makes proper notification if PI hours or overtime hours need to be requested. Act as lead for the PI winter hires, schedule liaison meetings, and oversee the process from start to finish to ensure Region does not go over hourly limits. While working closely with the hiring analyst to separate PI's when needed. sends corrections needed to Supervisor's identified by employees on the M33s (Individual Time Records) after auditing prior usage. Required to Pull time sheets (M33's) per Memorandum of understanding on a monthly basis. Reviews, logs, tracks, keeps statistical records for auditing purposes along with submitted 634's. With proper training is educated on how to properly review and Assist Staff Services Manager I with the preparation of FMLA/NDI documentation in alignment with Federal and State guidelines. Receives and processes Travel Expense claims (TEC) and Travel Advances (TA) into advantage, tracks, monitors, analyzes and reviews expenditures claims for the appropriate project codes, expenditures, and are processed within the appropriate fiscal years.
20%	E	Assists as a Drug Testing coordinator responsible for monitoring and manning all proper paperwork submitted to the Office of Driver Certification and Substance Testing (ODCAST) Department, for new hires pre-employment, Class A upgrades (Commerical Driver's License), ensures that all employees are enrolled into the Federal Clearing House and on going DOT/DMV physicals are upto date and logged. Responsibilities include Pull Notice tracking logging and track statistical information report for year by year comparisons.
10%	E	Serve as liaison with Administrative Service Centers as applicable; performing necessary region office personnel-related responsibilities, researches and informs employees such as enrollment/open enrollment of employee benefits, employee separations, retirement preparation, Exams, Travel Expense Claims, and on various information upon request. Incumbent prepares monthly and statistical reports for the Staff Services Manager I and Caltrans Maintenance Manager II for review.
5%	M	Provides back up for critical office functions as necessary within the classification.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position required detailed and sensitive employee contact and independent action. Must have strong written and verbal communication skills and the ability to prepare detailed written correspondence, in a clear and logical manner. 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 be able to discern what information needed. Must have computer skills in Microsoft Word, Excel, Outlook and other databases. Must have knowledge and adhere to, Best Hiring Practices rules and regulations as outlined by the Department of Human Resources and Bargaining units Memorandum of Understanding and effectively identify analyze,

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and evaluate information. Must be able to demonstrate a positive attitude and a 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. Must have the ability to perform professionally, follow oral and written directions, evaluate directions accurately and take effective action.

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 and/or cost to the Maintenance Program. Failure to carry out the above identified duties may result in inaccurate information and 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 various Headquarter staff. 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

Will be required to sit for long periods of time using a keyboard, video display terminal and sit stand desk. Other physical activities will include standing, walking, bending, at the neck and waist, stooping, squatting, kneeling, twisting at the neck and waist. Other activities may be reaching above shoulder, pushing or pulling, simple grasping, or fine manipulation. 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. Must be able to develop cooperative working relationships and respond appropriately to the needs, feelings and diversity of employees. This position works with sensitive information and must be able to maintain confidentiality and be able to interact with all levels of staff and the general public in a cohesive manner

WORK ENVIRONMENT

The incumbent will be required to sit for long periods of time using a keyboard, video display terminal and sit & stand desk. Other physical activities will include standing, walking, bending, at the neck and waist, stooping, squatting, kneeling, twisting at the neck and waist. Other activities may be reaching above shoulder, pushing or pulling, simple grasping, or fine manipulation. 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. Must be able to develop cooperative working relationships and respond appropriately to the needs, feelings and diversity of employees. This position works with sensitive information and must be able to maintain confidentiality and be able to interact with all levels of staff and the general public in a cohesive manner.

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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