

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 5/ Facilities	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Facilities Analyst	905-001-5393-xxx	09/12/2025

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

GENERAL STATEMENT:

Under direction of the Facilities Manager, a Staff Services Manager I, the Associate Governmental Program Analyst will perform analytical tasks related to all aspects of facilities administration, including procurement and contracting, meeting small business goals, and Facilities budget monitoring. The analyst has direct responsibility for reviewing and analyzing the status of all facilities budgets, and maintaining service contracts. The incumbent will act as a lead Contract Manager to prepare service contracts for the D5 Administration Division.

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. (Employee Excellence - Collaboration, Equity, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, Integrity)
- 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, Equity, Employee Excellence - Collaboration, Pride, Stewardship)
- 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. (Equity, Employee Excellence - Collaboration, Integrity)
- 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, Equity, Employee Excellence - Collaboration, Integrity, Stewardship)
- 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, Stewardship)
- 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. (Safety, Employee Excellence - Collaboration, Equity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Equity, 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. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Serves as a Contract Analyst for recurring services, maintenance, and special projects for the District 5 Facilities group. Small Business Outreach, as it relates to procurement and contracting. Educates District Admin staff on Small Business DVBE and DBE goals. Creates Scope of Work, researches necessary information, and works with Division of Procurement and Contracts (DPAC) to award and administer service contracts. Processes receiving records for payment. Keeps accurate and complete records and spreadsheets for each contract to monitor remaining balances, expiration dates, etc. Accomplishes procurement tasks in accordance with all applicable statutes, purchasing delegation from Department of General Services (DGS), and the State Administrative Manual.
30%	E	Utilizes a state-issued Cal Card to procure supplies, and equipment for the facilities and safety teams. Uses AMS Advantage to create Cal Card Purchase orders, and reconcile monthly bank statements while following all departmental procurement policies. May also serve as a backup purchasing analyst for other D5 Administration functions.
15%	E	Incumbent is responsible for managing the District Facilities budget. Independently analyzes and compares previous FY allocations and expenditures to project current fiscal year and future fiscal years. Will utilize this information to plan future fiscal year Facilities budget, service contracts, supplies and material for the Administration Facilities Division. Responsible for tracking and monitoring expenditure data and taking corrective action, when necessary. Manages and handles all aspects of procurement, contracting and invoice payment for the Division and provides regular updates and reports to the Facilities Branch Chief and Stationary Engineer.
10%	E	Will act as the lead labor compliance officer for all facilities service contracts. Responsible for analyzing all certified payroll and fringe benefits. Will be the subject matter expert for wage determination. Will conduct meetings with contractor, and confirm DIR registration prior for commencing any work performance. Will review invoices and evaluate Disadvantage Business Enterprise (DBE) payments to ensure DBE subcontractors are paid in accordance with the contract goals. Analyzes and reviews contract item payment calculations for accuracy and initiates payment. Analyze, monitor and audit payments to the contractor and project expenditures for facilities to ensure that budgetary financial allotments are not exceeded. Analyzes and maintains status of upcoming and ongoing facilities contracts.
5%	M	Lead Caltrans contact for on-site security guards. Will involve scheduling, approving time reported and serving as the contact with security contract vendor.

<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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS  
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
The incumbent must have a thorough knowledge of the Department's organization and its functional units in order to perform their duties and work under pressure to meet planned a contract deadlines. Must have knowledge of Departmental policies and procedures. The incumbent must have the ability to analyze situations accurately, and take appropriate and effective action; deal tactfully with internal stakeholders, contractors, and outside consultants on a sensitive and timely manner. The incumbent must have the working knowledge of common office personal computer software, such as Windows, Word, Excel, Power Point, Adobe Acrobat, etc. Additionally must be familiar with modern office methods, supplies, and equipment. Incumbent must possess excellent organization skills in order to meet deadlines to ensure timely project delivery and must possess the ability to speak and write clearly and effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
Failure to understand and incorporate standards, requirements, and policies into work product may result in expensive was of time and materials, cause additional work delays, and could result in excessive service contract claims. Poor decision making and errors in judgment, or the processing of estimates or other contract administrative paperwork could result in errors in payment to contractors and/or providers of service under contract with the Department.

PUBLIC AND INTERNAL CONTACTS  
Frequent contact is made with the public, State agencies, business professionals, and contracted partners. Internal contacts are made daily with all levels of District staff.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a computer and a telephone. Sustained mental activity will be required for problem solving, analysis and reasoning. Ability to recognize emotionally charged issues or problems and able to respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice.

WORK ENVIRONMENT

While at the facilities office employees will normally work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning , the building temperature may fluctuate. Overtime and/or flextime may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’s evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee’s designated headquartered 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.”

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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