

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION DES/ADMIN/OBM/CMSB	
WORKING TITLE Administrative Contract Analyst	POSITION NUMBER 559-045-5157-xxx	REVISION DATE 05/28/2025

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

**GENERAL STATEMENT:**

Under the general direction of the Chief, Contract Management Support Branch, a Staff Services Manager I (SSM I), the incumbent is a staff specialist responsible for providing assistance with the less difficult and complex allocations and monitoring of Division of Engineering Services (DES) resources as they relate to contracts to ensure that DES stays within resources allocated and for reviewing invoices and resolving issues related to invoices for assigned contracts. Duties include, but are not limited to, the following:

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

**TYPICAL DUTIES:**

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

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35%	E	Under supervision, responsible for tracking Architecture and Engineering (A&E) and Service Contracts expenditures and allocations. Prepares monthly detailed reports on Capital Outlay Support and Maintenance Contracts. Responsible for reviewing invoices, prepare invoice payments and resolving issues related to invoices for assigned contracts. Provides detailed reports to the Branch Chief, the Contract Managers, and the Capital Outlay Support Program, detailing contract funds, project progress, payments, and other pertinent data needed in administering consultant contracts. Responsible for analyzing and informing the Branch Chief, Contract Managers, and Consultants of potential problems so corrective action can be taken. Responsible for tracking, monitoring, and reporting the consultant's use of disadvantaged and minority firms. Provides quality control over assignments to ensure compliance with departmental policies and procedures. Responsible for on-the-job training to other administrative staff within the Branch. Must be able to navigate through and work proficiently through the Department's Enterprise Resource Planning Financial Infrastructure (EFIS) and Microsoft Excel for various contract needs.
35%		Under supervision, reviews invoices and resolves issues related to invoices for assigned contracts; assures that all personnel, labor rates, and costs are within the State contracts and task order allowance. Enters and edits data in the Department's Financial System and internal database. Writes dispute letters to the consultant as needed. Ensures the development, accuracy, and correctness of task orders for assigned contracts. Able to review and manage contract encumbrances periodically. Must be able to navigate through and work proficiently in E-FIS and FileMaker Pro for various contract needs.
10%	E	For specific assignments, will participate in representing the Branch as the administrative coordinator to ensure that applicable support from the staff in the Branch to Contract Managers will be uniform; prepares and coordinates major program milestones such as Notice to Proceed and Kick-Off Meeting; represents the State to prepare and present contract administering policies and procedures required for each program to the consultants and Contract Managers.
10%	E	Ensures that the necessary documents for consultant selection are complete and accurate; assists with the development of engineering ads and engineering scopes of services; assists with the review and development of engineering estimates; assists the Contract Managers with developing and processing new contracts or amendments to the Division of Procurement and Contracts (SPAC) (Form 360). Acts as a liaison between DES Contract Managers and the other Divisions responsible for processing contracts and interagency agreements for project-related work, such as DPAC, Accounting, and other HQ Divisions.
5%	M	Assists in the training of DES Contract Managers and other in-house staff in the various activities performed by Caltrans to secure and maintain consultant service contracts.
5%	M	Under the guidance of the Branch Manager establishes and develops procedures and guidelines for the Branch

<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 employee serves as a entry-level contract analyst. The employee must have knowledge of contracting-out process and the related Government Codes and authorities. Employee must have strong analytical abilities to read, interpret, monitor, analyze, and provide reports for consultant contracts as they relate to consultant payments, invoicing, and minority utilization. The employee must be able to understand and assist in the development and processing of DES consultant contracts; be familiar with Caltrans contracting process; have the ability to understand, develop and maintain certain data and reports needed for contract administration; and be able to speak and write effectively. Have familiarity with personal computers, word processing, spreadsheets, and database operations. Must possess the ability to develop and maintain spreadsheets. Experience in using database such as FileMaker Pro, is a plus.

Must be able to analyze situations and problems that occur from contract billings, consultant requests, Contract Managers, Headquarters, and other staff. Must possess the ability for reviewing and/or interpretation of cost proposals, consultant invoices,

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and consultant requests. Must be able to navigate through and work proficiently in E-FIS.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee will assist in training and/or independently train other administrative staff in the Branch. May represent the Branch Manager at his/her request. Responsible for the monitoring of assigned contracts; updating of Contract Managers informed as to the contract status, minority use, invoice payment status, and other requirements for assigned contracts. Errors could result in problems with State and Federal audits thereby jeopardizing contract funding.

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### PUBLIC AND INTERNAL CONTACTS

Will be in personal contact with the outside engineering consultants, professional personnel from DES, Headquarters personnel, and other staff as required. Will act as primary support to State's Contract Managers.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the DES business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

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### WORK ENVIRONMENT

Incumbent will be exposed to various work environments. While at their base of operation, the employee will 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. Employee may be required to travel for meetings outside their normal work environment.

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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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