

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	District 1/Maintenance/ Region Office Support	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Timekeeping and Purchasing Liaison/Region Support	901-630-5157-918	01/31/2025

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

GENERAL STATEMENT:

Under the supervision of a Staff Services Manager I (SSM1), the Analyst 1 will be the Timekeeping and Purchasing Liaison, providing analytical and administrative support for the Division of Maintenance. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret data and apply statutes, regulations, and policies and procedures to specific situations. Incumbent is required to analyze issues and independently adopt effective course of action. Independently researches payroll issues; pulls payroll reports; research, analyze and correct time entries daily; resolve payroll discrepancies; makes recommendations to supervisors regarding necessary corrections to timekeeping based on leave balances and resolve all payroll and employee issues with Headquarters Human Resources. This position requires the ability to analyze data, comprehend rules and regulations and implement the timekeeping computer program; the Analyst 1 will respond to both telephone or counter inquiries from staff in resolving time discrepancies. In addition, the incumbent will be responsible for purchasing by seeking bids and processing CPO and requisition documents in a timely fashion and reconcile cal-card by the 10th of each month. The incumbent participates in a healthy and cohesive team focused environment. This position is represented under collective bargaining. Class C drivers license is desirable due to travel.

CORE COMPETENCIES:

As an Analyst I, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, 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, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Timekeeper- Responsible for independently running time daily for 2-5 superintendents and up to 24 crews during absences using the Integrated Maintenance Management System (IMMS) and Staff Central. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations, rather than the mere application of detailed rules and procedures. Work closely with Supervisors and advise them on necessary corrections on appropriate leave usage; Work closely with the Superintendents for weekly employee time sheet approvals. Pull time sheets (M33s), overtime (OT) and compensated time off (CTO) reports on a monthly basis and send to supervisor, make needed corrections identified by employees on the M33s after auditing prior usage; monitor, track and calculate Permanent Intermittent (PI) employee's time daily via excel; update the electronic log to track PI hours on a monthly basis after MERSI run; update employee's 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; compare clearing report to 672 (pre-MERSI report) and analyze and research discrepancies; track and monitor employee's leave balances in Staff Central and IMMS; respond to issues regarding personal leave, annual leave, direct deposit, flex elect, holiday credits, military leave, jury duty and time off without pay; timely and accurate submission of dock reports, regular updates of dynamic groups, detailed maintenance of payroll logs, and processing of payroll warrants. Work with HQ personnel to resolve any payroll disputes or employee issues. Process monthly payroll and overtime checks. Must gain and maintain confidence and cooperation with internal and external parties.
35% E	Maintenance Purchasing Liaison: In compliance with the Department's Acquisition Manual, procures needed merchandise/materials through DPAC and outside vendors by use of contract delegation purchase requests and/or visa (CalCard); solicit competitive bids, prepare procurement documents, track encumbrances via excel and complete invoice receiving records to apply timely payments. Acts as VISA Cardholder for the Maintenance Region Office. Oversees and monitors credit card purchases to ensure transactions are in accordance with the CalCard guidelines. Completes, reviews, and processes all credit card purchase requests and related documents. Reconciles and prepares Statement of Account package for approval and submission before the 10th of each month.
10% E	Independently backs up AGPA with all hiring during AGPA absences in order for hiring to continue. Duties include monitoring vacancies for maintenance crews, prepare PARFs (Personnel Action Request Forms) and ARFs (Appointment Request Forms) packages, which include the preparation of Post & Bid, ECOS Ads, Duty Statement, Screening Criteria, Org charts and forward to Staff Service Manager for approval, keep detailed excel tracking log of all packages to monitor status of positions to avoid a vacant position slipping through the cracks, provide feedback to supervisors and superintendents on the status of packages on a regular bases, work in CalHR's Exam and Cert Online System (ECOS) to monitor all advertised positions, pull application list report and applications from the ECOS system and forward to supervisors for review, forward screening criteria to HQ for approval to interview applicants, make appointments for interviews and send required letters based on eligibility for interviews, upon final selection of applicant communicate with HQ on approval to extend final offer to hire, complete hiring actions within ECOS system, notify training coordinator to sign employees up for NEMO/MEBO classes, set up new employee accounts, work closely with the District's Personnel Transactions Liaison to schedule new hire orientation. Process medical exam and drug testing paperwork and monitor the timely return of this paperwork with the Personnel Operations Liaison for clearance to hire.
5% E	Assist SSM1 in the gathering of budget, labor, encumbrance reports in AGPA's absences through the Datalink program via excel documents.
5% E	Analyze, submit and track in AMS Advantage Travel Advances. Analyzes checks for accuracy, ensure policy compliance, and makes sure that all invoices, MARS and TEC's are accurate and completed along with back up documentation. Analyzes, ensures proper recording, ensure policy compliance (DPAC, Travel Unit) and tracks billing notices which are forwarded to HQ by reviewing all documents. Processes Receiver Record (RC) in Advantage for payment of materials received, records all expenditures for materials, and verifies all payments are processed. Keeps electronic filing up to date.

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5% M The incumbent will implement all Policy Directives and Manuals to the district staff, analyze and have good understanding of Policy Directives and Manuals and communicate them to the entire District staff. May be assigned to special projects as needed, and may be required to travel to other sites. Participates in scheduled training and meetings.

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. May act as a lead in classification.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

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 and completely. Must collect, develop, categorize, maintain, and summarize information. Must be capable of creative, logical thinking and open to new or different ideas and opinions. Strong computer skills, particularly in Excel, are required. Incumbent must be able to communicate clearly and effectively both verbally and in writing and be able to handle sensitive financial concerns expeditiously and with a strong sense for customer service. Must be familiar with current department policies, organizational programs, and practices in business plans and program management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The analyst plays an important role in the processing and management of the maintenance area and a growing budget. If responsibilities are not carried out in an expeditious and accurate manner, we risk inability to accomplish departmental goals and objectives. Faulty decisions will result in unnecessary work and expenditure of additional resources without guarantee of recouping losses.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good working relationships with members of the public, co-workers, other departments within Caltrans and other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State. Any communications about Caltrans projects or other items should be directed to Public Information Officer.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and monitor. They may also be required to lift heavy binders and/or papers. Must be adept at working closely with other employees and supervisors and be a team-player.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under fluorescent lighting. The building is small with cubes close together. There could be distractions such as noise; others phone calls, employee discussions, etc. Incumbent is expected to do their part in maintaining a positive 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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE