

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 11/Administration/Resource Management	
WORKING TITLE District Cashier	POSITION NUMBER 911-007-5157-031	REVISION DATE 01/20/2026

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, the incumbent performs a variety of analytical duties required for the efficient operation of the District Cashier by receiving and ensuring that payroll warrants are distributed to all employees. The incumbent also serves as a Procurement Analyst and Division Property Control Liaison by performing in a staff support capacity for the Administration Division and assisting the Resource Management Branch. The incumbent must demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds customer expectations. Due to business operations, the hours for this position are 7:30 AM to 4:00 PM and is not eligible for telework.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, Innovation, 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, Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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 - Collaboration, Equity, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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45%	E	<p>Administers, organizes, coordinates and monitors the District's Cashier's office operations. Identifies on-going needs and issues of the function, makes recommendations for resolutions as needed. Researches, interprets and applies policies and procedures to ensure Accounting and Cashiering, State Administrative Manual and other applicable State laws, rules and policies of Caltrans are complied with. Independently processes accurate and timely receipt of payments and disbursement of monetary instruments (pay warrants, checks, money orders, cash, etc.) for the District. Prepares and issues accurate receipts. Categorizes and reconciles receipts, prepares the daily Cash Report, Deposits, forwards documents (including credit card transactions/checks) to Sacramento Accounting Headquarters. Ensures receipts and deposits are accounted for and balance in accordance with departmental policies and procedures. Monitors and controls issuance of District's General Services Credit Cards. This position also has the responsibility for making complex technical and operational decisions in accordance with established procedures. Using sound judgment and discretion, independently assists customers, departments and employees in person and via telephone and/or email by providing answers and information regarding specific payroll account information, discrepancies and/or basic accounting procedures; processes payment of permit applications, maps/plans, Right of Way rental payments, etc. Accepts credit card payments as required. Develops, analyzes, and creates statistical data spreadsheets outlining payroll distribution, incoming payments for Metropolitan Transit System (MTS) and San Diego Association of Governments (SANDAG), Right of Way rental payments, etc. Ensures that only accurate payroll warrants and salary advances are released to staff, and that any incorrect payroll warrants and salary advances are returned to the Human Resources Transactions Unit office for correction and re-issuance. Reviews and distributes travel and cash advance checks to properly designated staff; coordinates with Headquarters Accounting staff to ensure the timely and proper release of checks to staff. Coordinates daily with the State Controller payroll deduction program, the SANDAG and the MTS Compass Card Transit.</p>
35%	E	<p>Assists with purchasing and procurement activities by determining if the goods or services to be purchased are mission critical for the operation of the Administration Division and establishes whether or not the items to be purchased are available through Department of General Services, the District's warehouse or Prison Industry Authority. He/she consults the Acquisitions Manual to determine the appropriate procurement method for goods or services. The SSA utilizes the Accounting Coding Manual to apply the necessary object codes, and consults with the Division's Resource Coordinator to determine the appropriate cost centers/units, project identifiers/expenditure authorizations and funding availability of each purchase in accordance with the division's allocation. The SSA is assigned a CAL-Card and is responsible for all aspects of the procurement process including writing justifications; scopes of work, obtaining bids, price quotes and waivers as required; initiating and processing the appropriate procurement documents such as CPOs (CAL-Card Purchase Orders), Service Agreements, PAPOs (Purchase Authorization/Purchase Order) or Miscellaneous Advances (MGAX) in CGI Advantage. He/she requests Payee Data Records (STD 204) of vendors and submits to accounting for processing as necessary. The SSA prepares receiving records for payment of invoices for service agreements and purchase orders and ensures that invoices are paid in accordance with the Prompt Payment Act. He/she ensures appropriate distribution of purchased items, breaks down and recycles empty boxes and reconciles the CAL-Card Statement of Account at the end of the CAL-Card billing cycle for CAL-Card purchases. The SSA manages encumbrances for executed Service Agreements. He/she resolves any accounting questions relating to these payments. The SSA orders Business Cards from Department of General Services and orders warehouse items utilizing the Materials Management and Acquisition System. As a CAL-Card holder and Procurement Agent, the SSA will be thoroughly familiar with the requirements for CAL-Card utilization and with Departmental Acquisition policy in general; Small Business utilization, and Environmentally Preferable purchasing, and maintains close contact with outside vendors and the headquarters Department of Procurement and Contracts.</p>
15%	E	<p>Purchases all service awards and retirement gifts, utilizing a Cal-Card or other purchasing mechanism. Creates and maintains a Microsoft Excel spreadsheet that tracks all employees eligible to receive service awards or retirement gifts. Works closely with the employee's immediate supervisor to determine which gift the eligible employee has selected. Coordinates payment by the employee if the selected gift exceeds the allotment provided by the State of California. Creates the appropriate certificate that recognizes the employee's retirement or years of service. Coordinates with the Executive Office to obtain the signature of the District Director on the certificate. Works with the immediate supervisor or employee for the distribution of the gift and/or certificate.</p>

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5%	M	Serves as a backup to other critical administration functions as needed in Resource Management such as Property Control and assisting in training tasks including teaching classes such as Workplace Violence, New Employee Orientation and other courses as needed.
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<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be able to organize his/her own time, analyze a constantly shifting workload and set priorities to meet strict deadlines. Must exercise a high degree of initiative and independent thinking, give and follow instructions with precision and competence, and interpret and implement new policies or procedures with a minimum amount of instruction or explanation. Requires the ability to work effectively in different situations and adapt to a variety of conditions. Must have adequate accounting experience and good organizational skills to process payroll warrants and checks received for payment. Must have knowledge of public and business administration principles, including organization, fiscal management, administrative analysis, budgetary procedures, modern office methods, forms and equipment and functions of the Department of Transportation.

Essential skills include tact, discretion and mature judgment when in contact with headquarters, district management, and staff. General work qualities required for this position include the ability to consistently exercise good judgment, analyze situations accurately, and take effective and timely action. Must work independently, have good organizational skills to work efficiently with frequent interruptions, and follow through to ensure that any issues that arise are dealt with timely and appropriately. Knowledge of business principles and modern methods of public and business administration to include: fiscal and personnel management, training, budgetary procedures, and purchasing; principles of modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation; general knowledge of data analysis and processing using personal computers, including word processing and databases/spreadsheets. Knowledge of the Departments' accounting systems (e.g., CGI Advantage System, InfoAdvantage, Enterprise Resource Planning Financial Infra-Structure (E-FIS), Datalink and other key tracking systems).

Analytical skills to identify and assess administrative problems, draw logical conclusions, and adopt an effective course of action are required. Must reason logically and creatively and consult with and advise administrators and other interested parties on subject matter within the area of assignment. Ability to exercise good judgment; communicate efficiently and effectively both orally and in writing; effectively manage time by establishing priorities; handle multiple tasks; and meet deadlines. Be able to carry out administrative research, to gather, tabulate and analyze statistical data, and present it creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data and present ideas and information effectively in both written and oral formats; resolve complex administrative or governmental problems; coordinate the work of others; and use Microsoft computer applications, such as Word, Excel, Access and Power Point. Must be able to identify problems and issues, develop and compare alternatives, and provide sound guidance to management.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Cashier's Office has the sole responsibility to handle the record keeping of all payroll warrants and other related checks that involve District 11 employees. The District Cashier must place timely payment as first priority and show the same concern about other employees' payments as they would their own. If delays in receipt of warrants are caused by others, they must immediately take action and do everything possible to track down missing checks to ensure timely distribution. Failure to take action can cause undue hardship to the employees affected.

**PUBLIC AND INTERNAL CONTACTS**

The Cashier's Office is a public service agency for employees and the public. The District Cashier must be courteous, helpful and caring. When a supervisor or an employee calls about a missing check, the Cashier must provide courteous service, helping them solve the problem. When the public comes to the Cashier's window, the Cashier must take care of their needs in the same manner. The Cashier's Office represents Caltrans and, for the public, a transaction at the Cashier's window may be their only contact with our agency. How the internal and external customers are treated creates their impression of Caltrans' level of service. The District Cashier encounters daily contact by phone and in person with branch managers, supervisors, division resource representatives, HQ Budgets, Accounting personnel, and the public. The incumbent is required to work closely to effectively represent the best interests of all those involved.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent is required to operate a personal computer workstation and various software applications, filing, phone communications and other office-related duties. Sitting, standing, bending and stooping may be required at different times. Must be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. May be required to

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handle several issues at a time and should be able to prioritize tasks as necessary. Must grasp technical information and formulate effective strategies to implement applicable funding resources. Must be able to develop and maintain cooperative working relationships and have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner.

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### WORK ENVIRONMENT

The base of the operation is the District Office. While in the office setting, the incumbent works in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard. The Cashier's office maintains specific daily hours. The incumbent must be flexible with work/lunch schedule. Travel may be required for outreach events. Possession of a valid driver's license is required to operate a State vehicle.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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