

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 5 Maintenance Support	
WORKING TITLE Region Purchasing Analyst	POSITION NUMBER 905-600-5157-xxx	REVISION DATE 01/26/2026

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

GENERAL STATEMENT:

Under the direction and supervision of the District 5 Maintenance Branch Chief, Supervisor I, the Region Purchasing Coordinator performs a broad range of analytical, technical and complex duties pertaining to procurement and contract management, that directly or indirectly supports the functions of Field Maintenance personnel and Maintenance Support Staff.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Integrity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Innovation)
- 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. (Employee Excellence - Innovation)
- 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)
- 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. (Equity - Collaboration, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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 - Pride)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity - Innovation)
- 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 Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	Assists Field Maintenance and Traffic Safety District Sign Coordinator with procurement methods such as CPOs and Purchase Orders. Initiates solicitations, analyzes, submit bids, and evaluates and awards purchase orders for commodities, materials, equipment, or services following DGS and Division of Procurement and Contracts (DPAC) guidelines and policies. Obtain internal and external approvals of acquisitions prior to submittal. Confirm condition and receipt of goods and/or services and process payment requests compliant with the Prompt Payment Act. Accomplish tasks in accordance with all applicable statutes, the State Contracting Manual (Vol 2), Caltrans Acquisitions Manual, Department of General Services (DGS), and the State Administrative Manual (SAM). Distribute completed purchase orders and retain according to record retention policies.

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25%	E	Under supervision, assist in performing contract management including but not limited to: writing scopes of work, wage determinations, bid evaluations, writing justifications, and executing service contracts. Initiate contract proposals, bid invitations and advertisements utilizing the various, approved contracting methods as outlined by DGS and DPAC. Submit complete service contract documentation to Division of Procurement and Contracts for processing in accordance with all statutes, regulations, guidelines, and policies. Assist with managing encumbrances on assigned contracts for services and goods to minimize lapsing or reverting funds.
20%	E	Perform a variety of analytical staff services for Field Maintenance such as forms and records management such as but not limited to: Travel Expense Claims (TEC), CalCard Purchase Orders (CPO), Travel Advances, meeting coordination and scheduling. Operate personal computer working with programs such as IMMS/MMA, AMS, and Staff Central. Routinely prepare, update, and distribute personnel reports and forms such as emergency call out lists and other cost center related information.
5%	M	Other duties as assigned. May be asked to cover for other Region Purchasing Analysts in their absence.

<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  
Must be able to analyze and interpret policies and agreements, and be able to develop and implement new and revised procedures; maintain accurate records; take action independently. Must have the ability to work closely and effectively with others and be able to communicate clearly, both orally and in writing, as well as, have the ability to research, analyze and compile information into comprehensive and complete reports.  
  
Must work cooperatively and develop good working relationships with District staff, Headquarters, vendors, and contractors; must have the ability to make logical decisions, communicate effectively both orally and in writing. Incumbent should possess excellent mathematical and writing skills. Ability to plan, organize and prioritize work independently with minimum supervision. Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to the public. The incumbent should possess ability to work on a keyboard, utilize computer programs such as Microsoft Word, Excel and Access to their full capacity. Must have knowledge and experience, or the ability to learn and use several on-line and personal computer programs such as: AMS Advantage, Info Advantage, Integrated Maintenance Management Systems, as well as Department of General Services statewide purchasing network. Ability to provide quality customer service to Department staff, management and outside consultants.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
The inappropriate use or over-expenditure of allocated resources could result in an illegal obligation and or expenditure of funds requiring the need for the Department to make an explanation to the Department of Finance and the State Legislature. Errors could cause delays in providing the public with timely highway improvements, result in audits, or contribute to the loss of Delegated Authority.

PUBLIC AND INTERNAL CONTACTS  
The incumbent has frequent contact with all levels of District and Headquarters staff in various divisions as well as vendors and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
The incumbent may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings using a company vehicle or rental vehicle. The incumbent may be required to move medium sized boxes of materials and packages from one location to another. Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude. Must have the ability to focus and concentrate for long periods of time. Must quickly grasp new information and comprehend technical policy and procedural documents. Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

WORK ENVIRONMENT  
While at their base of operation, employees 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.

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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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