



DUTY STATEMENT

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| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
| Administrative Services | Analyst I | 549-067-5157-004 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| Training Section | Maintenance Training Analyst | R01 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Mott Training Center | 837 Asilomar Ave., Pacific Grove, Ca 93950 | |
| STATE HOUSING | | IMMEDIATE SUPERVISOR |
| Housing not available | | Supervisor I |
| SENSITIVE POSITION DESIGNATION (Check if applicable) | | |
| <input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961 | | |
| POSITION DESCRIPTION | | |
| <p>Under the supervision of the Supervisor I (Mott Training Center Manager), the Analyst I (Maintenance Training Analyst) is responsible for technical analytical assignments including but not limited to planning, monitoring, evaluating, contracting and procurement, budgeting, accounting, research, and report preparation. The Maintenance Training Analyst performs a variety of duties, manages multiple projects, and uses time effectively to meet the needs of the maintenance training program on an on-going basis. The Maintenance Training Analyst will work closely with internal and external stakeholders, to coordinate, schedule, and arrange training and lodging needs as well as procure materials, tools, and equipment for courses. The Maintenance Training Analyst will also work closely with contractors and vendors to ensure the goods and services needed by the maintenance training program are provided. The Maintenance Training Analyst must adapt to the needs of the Mott Training Center and other employees at the moment's notice, while providing courteous and effective customer services to everyone.</p> | | |
| <p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p> | | |
| ESSENTIAL FUNCTIONS: | | |
| % | TASK/DUTIES | |
| 30% | <p>COORDINATION AND SCHEDULING</p> <p>Responsible for analyzing, coordinating, and scheduling classrooms and lodging reservations for staff, instructors, and participants for scheduled maintenance trainings. Collaborate with concessionaire contractors and outside hotels to coordinate schedules and make lodging reservations. Ensure that lodging accommodation is made and arranged in a timely manner and cancellations are administered before deadlines to avoid cost penalties. Review training calendar reservations for accuracy. Respond promptly with a high degree of initiative, courtesy, and professionalism to requests for training information. Take and route incoming calls. Provide information in accordance with established guidelines to the public, employees, training program participants, and other stakeholders. Submit work order requests via internal Facility Fit software for the Mott Training Center and ensure successful completion of repairs and improvements. Analyze, review, and approve lodging invoices. Troubleshoot various complex situations involving scheduling, lodging and propose recommendations for solutions.</p> | |
| 30% | <p>CONTRACTING AND PROCUREMENT</p> | |

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| | Analyze, review, and document justifications for the need for various contracts and procurement. Review and approve contracting and procurement requests. Prepare and negotiate contracts, procurement, and other agreements for maintenance materials, tools, services, repairs, subscriptions, and goods. Ensure compliance with all applicable laws, rules, regulations, and policies. Conduct acquisitions utilizing approaches including but not limited to fair and reasonable; one-time acquisitions under \$10,000; Request For Quotes (RFQ); and Cal-Card including reconciliation. Responsible for performing all necessary transactions in Fi\$Cal database tracking system. Create contract modules, purchase order modules, requisitions, and process vouchers in Fi\$Cal. Order equipment, building materials, supplies, classroom furnishings, and technical equipment and ensure all required justifications and approvals are complete. Document, organize, and maintain detailed acquisition files, folders, and checklists. Review, analyze, and approve incoming invoices and ensure payments are issued in accordance with the terms and conditions of the contract or procurement. Troubleshoot various complex contracting and procurement situations and propose recommendations for solutions. |
| 20% | ADMINISTRATIVE SUPPORT Provide administrative support to the maintenance training program. Update the maintenance training SharePoint. Create program approval forms. Evaluate and provide analysis on internal workflows and processes. Assist in revising, developing, and maintaining internal policies, processes, procedures, forms, templates, and other resources. Assist in the development and maintenance of Microsoft SharePoint websites. Provide feedback and edits as necessary on various team assignments and projects. Make recommendations for improvements. Ensure adherence to policies, processes, and procedures, and communicate with all impacted parties. Maintain inventory using internal asset management database system. Assist staff in submitting and processing travel expense claims via the California Automated Travel Expense Reimbursement System (CalATERS). Assist with managing the section's vehicle fleet including tracking logs, and Schedule 9 procedures. |
| 15% | AGENCY SUPPORT AND COMPLIANCE Monitor and report acquisition activities, encumbrances, and expenditures using the Fi\$Cal database tracking system, and other electronic trackers, applications, and spreadsheets. Analyze and assist in assembling monthly and ad hoc reports for expenditures. Work closely with departmental contracting, budgeting, and accounting staff to ensure departmental and MTC operational needs are met. Assist in responses to internal and external audits, Public Record Act requests, inquiries from the public, and protests. Implement changes to satisfy any corrective action plans. Retrieving and distributing mail and packages from local U.S. Postal Service location. Prepare all-staff communications as necessary. Some travel may be required to and from the U.S. Post Office to retrieve mail from our Post Office box. Some travel may also be required to and from the Monterey District Annex Facility, and other DPR district facilities as necessary, for maintenance program related trainings and activities. |
| MARGINAL FUNCTIONS: | |
| % | TASK/DUTIES |
| 5% | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs. Some travel may be required. |
| TYPICAL WORKING CONDITIONS | |
| Office setting. | |
| TELEWORK DESIGNATION: | |
| This position is designated as NOT Telework Eligible. | |
| SPECIAL REQUIREMENTS: | |
| Possession of a valid class C driver's license is required. | |

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

| SUPERVISOR NAME (PRINT OR TYPE) | SUPERVISOR SIGNATURE | DATE |
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EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

| EMPLOYEE NAME (PRINT OR TYPE) | EMPLOYEE SIGNATURE | DATE |
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