

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Analyst I	OFFICE/BRANCH/SECTION Department of Procurement & Contracts (DPAC)	
WORKING TITLE Property Control Analyst	POSITION NUMBER 702-019-5157-158	REVISION DATE 05/08/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of the Supervisor I in the Division of Procurement and Contracts, Property Control Branch, the employee performs entry-level analytical duties. The successful candidate must use good judgment, maintain regular and punctual attendance for consistency of services, possess strong analytical, writing, and organizational skills, perform completed staff work when executing all assigned duties, effectively communicate with all levels within and outside the organization, and perform a variety of consultative and analytical duties. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

CORE COMPETENCIES:

As a 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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. (Cultivate Excellence - Integrity, Pride)
- **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. (Cultivate Excellence - Innovation, Integrity)
- **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. (Cultivate Excellence - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Engagement, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	<p>Establishes and maintains cooperative professional working relationships with district and division personnel, other governmental agencies, and departmental staff. Functions as liaison to district and division property control staff by responding to inquiries, providing information and guidance as needed. Accurately process documents and independently respond to inquiries from statewide property control personnel.</p> <p>Provides services, training, and direction to customers to ensure the property control activities are performed in accordance with State and Federal laws, departmental policies, standards and controls. Serves as departmental contact for and provides guidance on property survey activities. Develops, designs, organizes, and conducts training sessions to educate Caltrans employees and supervisors in responsibilities of managing state assets. Works in a team or individual capacity in regard to development of new e-trainings for property control and asset management process and functions.</p> <p>Conducts compliance reviews, determines compliance, and produces finding reports for management to ensure property control activities are performed in accordance with State and Federal laws, departmental policies, standards and controls.</p>
30%	E	<p>Works as a team member to provide mentoring, guidance, and advice to other Property Control analysts. As a team member, peer-reviews co-workers' work product prior to manager approval.</p> <p>Develops, analyzes, and filters equipment reports to determine equipment life-cycle status, forecast budgetary requirements and replacement of equipment.</p> <p>Develops recommendations for process improvements; participates in cross functional work groups and/or task teams on special projects pertaining to IT and non-IT asset management and databases; assists in the development of guidelines and training materials; and participates in outreach activities. Conducts customer surveys and formulates program alternatives, as appropriate.</p> <p>Engages in research, analysis, and interpretation of Federal and State requirements related to property control, evaluates customers' property control activities for compliance with such requirements, and provides recommendations to management on any updates or changes to processes that may be necessary.</p> <p>Prepares and/or updates policy bulletins and creates and/or updates property control manuals or procedures as required.</p> <p>Participates in market research to identify best practices and makes recommendations for statewide policy development.</p> <p>Assists district and division property control staff with the formulation of their three-year physical inventory plan. Coordinates, analyzes, and records receipt of three-year plan from districts and divisions. Coordinates, analyzes compliance with appropriate three-year plan, and records quarterly inventory certifications from district and division property control staff. Develops and composes quarterly reports for executive management.</p>

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20%	E	<p>Aides in the coordination and facilitation of stakeholder meetings and teleconferences.</p> <p>Contributes to updating property control forms, information on the property control portion of the DPAC website, and access to both the HQ non-IT Property Control database and Statewide IT asset management database currently in SNOW.</p> <p>Responsible for analyzing, researching, and developing a wide range of purchase requests for commodities such as equipment, materials, office supplies, subscriptions, publications, information technology (IT) and non-IT assets. Enters data into financial system (Advantage) to create and obtain approvals for each acquisition.</p> <p>Serve as one of the Division Property Control Liaisons by coordinating equipment movement with the Division Property Controller and managing access to the Division equipment closet for check out and return of equipment. Arrange for maintenance of equipment as well as participating in the contracting and procurement of equipment and services, records the receipt, identification, deployment, transfer, and disposition of non-expendable, expendable, and sensitive equipment. Receives and tags equipment with appropriate identification and accurately updates database accordingly. Reconciles capitalized equipment property database records against records maintained by the Division of Accounting. Maintains property control files in compliance with records retention timelines and schedules.</p> <p>Participate in regular tenant facility meetings, communicate planned facility activities to Division management and staff. Analyze and arrange for office alterations, repairs, modular furniture and partition installations, telephone service changes, and moving services. Maintain Division floor plans and consult with management on equipment needs of new employees.</p>
5%	E	<p>Prepares weekly status reports on work progress of the branch. Completes special assignments, inquiries, and other projects as directed within the scope of the classification. Serves as backup to other property control analysts.</p>

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

No direct supervision

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Must have knowledge of methods and techniques of effective team or conference leadership. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board. Must have the ability to act as a team or conference leader.

An apprentice level of analytical and interpersonal skills is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform independently. The incumbent must be able to prepare and make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. The incumbent must be able to establish and maintain cooperative working relationships with peers, managers, Caltrans employees, and the public. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be assigned work which involves complex analytical tasks with specifically defined objectives including priorities and deadlines. The incumbent's work will influence statewide property control activities and errors, or omissions could result in violations of statutory requirements. Poor judgment and incorrect decisions could result in audit findings and loss of public trust.

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PUBLIC AND INTERNAL CONTACTS

The incumbent works in a team environment, and in task teams to advise DPAC managers and customers regarding property control processes. In addition, the incumbent is in frequent contact with all levels of Caltrans, DGS, and other state agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal, move equipment, materials, and supplies; and stand for long periods of time while conducting presentations. Keyboard use will be approximately 75% of the time. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning. Must be able to work independently with little to no direct supervision.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents.

Employee must be able to persist, maintain focus and intensity, working within strict time constraints. Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Position requires interaction with many people. It is important that employees work with others in a professional manner. Employee must be able to develop and maintain cooperative working relationships. Employee must be cognizant of the needs, feelings, and capabilities of people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

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.

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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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Natalie Mier

DATE

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

SUPERVISOR (Print)

Gisela Everhard

SUPERVISOR (Signature)

Gisela Everhard

DATE

2/1/24