

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION OPMO - North/Program Management Branch	
WORKING TITLE Risk Assessment Performance Measure Analyst	POSITION NUMBER 913-110-5731-005	REVISION DATE 02/07/2023

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 a Senior Transportation Engineer, Civil (Supervisor), the incumbent is responsible for working with districts, cities, counties, transportation planning organization staff, other HQ units, and the Federal Highway Administration (FHWA) to support projects at program levels, review and monitor projects, develop and provide guidance, training, and tools for policies and procedures to District staff, HQ staff, and Local Agencies, and support the efforts on project performance measures and local agency risk assessment for Local Assistance projects in compliance with Federal and State laws and regulations.

CORE COMPETENCIES:

As a Research Data Analyst II, 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. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Advance Equity and Livability in all Communities - Engagement, Equity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - Engagement, Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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 - Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40	E	Develop and create Local Public Agency Risk Assessment (Certification) Program (RAP) application, questionnaire, and associated documents using on-line based platform such as Smartsheet. Communicate with Local Agencies to help meet expectations in the RAP application. Develop and provide training and guidance regarding the RAP program to Local Public Agencies (LPA), District staff, and HQ staff. Prepare RAP Certification Agreements including a template. Lead the effort on creating and monitoring LPA's performance and re-certifications for the Office. Develop, update, and maintain RAP database utilizing Caltrans data governance framework.
35	E	Perform research, collect and analyze data, and prepare reports related to Project Implementation tasks (e.g. Project Authorization and Revision Process Review, Office Performance Review, etc.) for the Office. Tasks may include, but are not limited to, performing statistical analyses, developing and creating dashboards, performance evaluation reports and visual aids, identifying trends and patterns, and the development and maintenance of databases. Prepare and monitor project progress reports and initiate action to aid in timely implementation, management of project milestones and performance metrics. Coordinate and lead various Project Implementation meetings. Conduct ad hoc report development including, but not limited to, data analyses and performance evaluation, or inter-office tasks as requested by the DLA management.
20	E	Review, update, and revise existing policies and procedures related to Project Implementation. Assist with developing new policies and procedures for the Program Management Branch and the Office (e.g. Project Bundling and Partnering Program etc.). Assist with developing and providing training, guidance, and/or tools for policies and procedures to District staff, HQ staff, and Local Agencies. Support the Office in maintaining and updating the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG). Provide program and project level information consistent with existing and new policies and guidelines to Districts, HQ Staff, and Local Agencies when necessary.
5%	M	Assist staff on database principles and applications. Provide database support and training to staff members, and prepare various reports when requested.

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 is not designated Supervisory. The incumbent coordinates with other staff within Caltrans and works with partners and stakeholders outside of Caltrans to complete assigned tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Must understand the Local Assistance Program and Project Delivery; responsibilities of project managers, functional managers and project management support units; the local project management process; the local project development process; and supporting processes including the Federal authorization/obligation process and project funding.
- Must have knowledge of the latest administrative policies required to produce timely and effective studies and reports that are acceptable to local agencies, Caltrans, and/or the FHWA.
- Must have the ability to use MS Office applications (such as Excel, Word, PowerPoint, Visio, Access, Project), Smartsheet, Filemaker, and Tableau.
- Must have the ability to understand and help implement Office, Division and Department goals, strategic plan, objectives, policies, and standards.
- Must have the ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to project implementation. Must be able to investigate, research, and stay abreast of changes to the federal and state laws related to transportation.
- Must have the ability to use professional judgment in making decisions. Must have the ability to analyze situations accurately and adopt an effective course of action. Must have the ability to analyze facts and data and from these develop recommendations, technical correspondence, and comprehensive reports. Must be able to expand on the practical application of written policies, procedures, and standards, and be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.
- Must have the ability to take independent action and initiative in carrying out regular assigned duties related to project implementation.
- Must have the ability to prepare correspondence, present comprehensive reports, address audiences and communicate effectively.
- Must be proficient in data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research, planning studies and investigations, trend analysis procedures, time management techniques to provide for efficient prioritization and completion of projects and

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

assignments, software to prepare spreadsheet summaries, reports, charts, and tables, basic arithmetic and statistical techniques to analyze numerical data, and departmental policies and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

At the Research Data Analyst II level, incumbents are responsible for individual decisions and actions. Poor decisions or recommendations could result in significant losses of departmental efficiencies through unnecessary delays, loss of data, and loss of employee productivity. Incorrect decisions could also impact the funding eligibility, loss of funds, project delivery delays of local projects, and the Department's credibility and image to the public and transportation users.

PUBLIC AND INTERNAL CONTACTS

This position maintains regular contacts with a large number of personnel in Caltrans, both in the Districts and in Headquarters, and the Federal Highway Administration. This position has contacts with local agencies and other federal and state agencies. This position responds to inquiries from the public and local agencies. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a keyboard and video display terminal. Performing duties for this position requires regular punctual presence at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Emotional requirements may include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will perform work indoors in a climate-controlled area under artificial lighting, using a personal computer in a cubicle environment or teleworking. Employee may be required to travel to attend or conduct training.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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)

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