

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 5 Construction 501	
WORKING TITLE D5 Construction Personnel Management	POSITION NUMBER 901-501-5393-xxxx	REVISION DATE 07/19/2022

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 direction of a Staff Services Manager I, the incumbent performs the more responsible, varied, and complex technical analytical administrative tasks and personnel analysis.

CORE COMPETENCIES:

As an Associate Governmental Program Analyst, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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45%	E	Review, audit, administer and manage for all of District 5 Construction : Organizational Charts, positions, Persons on Board (POB), status of employees, staff available, hiring data, and complex personnel resource reports as requested. Compares and audits complex data received from District 5 Budget and D5 Position Control to determine if there are errors or missing information and analyzes this information with our data. Gathers, evaluates, and audits complicated hiring/position management data as needed. Recommends corrective actions and solutions to management necessary to achieve desired staffing goals. Research, develop and implement new processes or adjustments to existing processes as the need arises. Assists management with updating and composing duty statements including making duty statement recommendations. Monitor and audit hiring plans received from District 5 Project Program Development and District 5 Budgets.
30%	E	Incumbent analyzes staffing levels, filled and vacant, prepares various staffing reports and acts as liaison between District 5 Construction managers and Human Resources. Facilitates maintaining the Division's staffing levels by monitoring Position Action Requests (PAR), Post and Bid, Out of Class, Training and Development, and Exam Cert Online System (ECOS) activities; maintains the Position Request Log to track all ongoing hiring packages. Provides and prepares justifications for staffing additions, changes and reclassifications. Incumbent works closely with Human Resources to ensure the most qualified candidates are hired following a fair and rigorous hiring process. Assist hiring managers with recruitment activities.
20%	E	Provides consultative services to all District 5 Construction Managers regarding Position Action Request Forms (PARF). Single Focal Point to audit all District 5 Construction's PARF packages for errors, issues and missing components. Consult with Division management and recommend and implement solutions to specific hiring issues. Audit and research past hiring decisions as needed. Implement solutions to PARF issues and communicate PARF changes and/or information to District 5 Construction managers.
5%	M	Incumbent will schedule interviews, prepare materials for interviews, send out notices to applicants; notify Personnel of selection; and provide technical guidance to supervisors/managers, employees and the public regarding the hiring process and hiring practices within District 5 Construction.

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

None. Will be in a lead capacity over the Staff Services Analyst providing guidance with regards to hiring and People on Board. May be called upon to act in the absence of the supervisor for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess the ability to work independently; prepare clear and concise reports, communicate effectively both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, and prioritize critical hiring and staffing needs. Knowledge of district and departmental policies. Must be proficient in the use of Microsoft Word and Microsoft Excel.

Knowledge of principles of modern methods of public and business administration including organization, fiscal and personnel management, training and administrative analysis principles and practices of general business management; a variety of analytical techniques to resolve complex administrative problems.

Ability to analyze data and situations, reason logically and draw valid conclusions; develop effective solutions; consult with and advise administrators and other interested parties on subject matter within the area of assignments; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must be able to: evaluating hiring constraints; comprehend Division, District and Departmental policies; understand the hiring process; and be able to recommend optimum use of the available resources. Must be able to project competence and integrity when representing Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be required to communicate with all levels of District personnel, D5 Construction staff and management, other State Departments and Headquarters in Sacramento. Must be able to project competence and integrity when representing Caltrans.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirement: Employee may be required to sit for long periods of time using a keyboard and video display terminal. Occasional bending, stooping and kneeling. Occasional filing.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting, however building temperatures may fluctuate. Employee may also be required to travel on occasion and overtime may be required. Vacation time off may be restricted due to workload issues.

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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

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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