

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	North Region Right of Way, D2, Redding	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Operations Analyst	928-400-5393-XXX	02/11/2025

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

GENERAL STATEMENT:

Under direction of the Senior Right of Way Agent; incumbent is responsible for independently performing complex and varied administrative duties related to working with District budgets office in managing withing operating expense budget and personal services budget,management and ordering of supplies, reviewing and analyzing project initiation documents and project reports, working with Right of Way Agents to ensure all escrows are closed timely, analysis of North Region Right of Way Skills Matrix and lead analyst for Right of Way Management Information System II (ROWMIS II). Possession of a valid California Driver's License is required when operating a state owned or leased vehicle.

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. (Employee Excellence - Integrity)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Employee Excellence - 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. (Employee Excellence - Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation)
- 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. (Employee Excellence - Collaboration)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
25% E	Serves as office coordinator for all reviews of Project Initiation Documents (PID) and Project reports. Areas of independent analysis will focus on readability, completeness and accuracy. Work with subject matter experts within North Region Right of Way to ensure their input is obtained. Ensure all edits requested by North Region Right of Way are completed and division concurrence and approval is obtained per the timelines of the review. Coordinate the necessary signatures by the Deputy or Deputy's delegate and be primary point person in the office for reviews. Maintain the database for the reviews and work closely with the divisions of Program/Project & Asset Management and Planning to accomplish these duties.

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25%	E	Serves as the North Region Right of Way liaison and subject matter expert on the implementation and daily use of the ROWMIS II. Coordinate with HQ Right of Way subject matter experts and develop instructional guidelines for management and staff on the use of ROWMIS II. Report system errors to HQ Right of Way and track items reporting back resolution or use modification that will be necessary to ensure data flow in the system. Provide technical assistance to North Region Right of Way staff on use of ROWMIS II. Ensure that all migrated files that were uploaded are re-named under an agreed upon naming convention for consistency and ease in retrieval.
25%	E	Serves as analyst for the monthly North Region Right of Way operating expense and personnel services reports provided by district budgets office. Review with appropriate managers and make recommendations of any corrections that are needed within North Region Right of way to ensure the office is operating in alignment with available resources. Work with analyst from budgets office to correct any charges that should not be made against North Region Right of Way. Work with other support staff to ensure supplies are ordered in a timely manner and an accurate inventory of supplies are maintained. Primary Cal-Card holder for the office and responsible for making recommendations on ordering for approval by Senior Right of Way Agent.
10%	E	Performs a monthly analysis of the skills matrix. Work with supervisors to ensure the information is current. Act independently to obtain updates as needed. Conduct annual Agent rotational preference survey and maintain records with results and provide to managers as requested to meet ever changing workload needs. Serve as Right of Way lead in the annual language survey. Serve as records retention liaison for North Region Right of Way and develop plan to digitize records that no longer need to be kept as hard copies. Work with HQ Right of Way to ensure North Region Right of Way is compliant with the latest records retention schedule.
10%	E	Performs a regular analysis of open escrows. Work with Title and Escrow companies on resolution of any issues that are preventing a timely close out of escrow. Serve as liaison between Escrow Officer, Acquisition Agent and Property Owner to facilitate full closeout and payment disbursement to owners of record. Work with lending institutions to complete necessary actions for partial re-conveyances tied to loans against the property. Coordinate close-out status with Title and Escrow Contract Manager to ensure invoices are paid once escrow service have been completed.
5%	M	Serve as back up for opening and closing Phase 2 and serve as back up to Title and Escrow Contract Manager. Assist Office Chiefs and Deputies in miscellaneous assignments as needed.

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 does not supervise. May act as lead over unit or on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have general knowledge of State administrative procedures and Right of Way procedures. Must have the ability to independently gather and analyze data, reason logically, make appropriate recommendations and develop solutions to budgetary and system problems. Incumbent must have good verbal and written communication skills. Incumbent must have good organizational and computer skills; the ability to work with a variety of Management computer database systems including software such as Microsoft Office Suite products. Must possess ability to handle multiple priorities and work in a team environment, while working closely and efficiently with others. Incumbent must have the ability to develop and implement new and revised procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for current and reliable knowledge of OE and Personal Services Budget. Consequences of failure in this responsibility can result in the failure to meet financial obligations. Responsible for knowledge of PID and Project Report development process and the importance of timely reviews. Consequences of failure can result in missed project milestones and delay of safety projects.

Incumbent is responsible for accurate data entry into various data systems. Failure to keep various data systems updated correctly and provide accurate reports as required could result in management making bad decisions or reporting inaccurate information to Headquarters and possibly to the California Transportation Commission. This could result in considerable additional work to make corrections and could adversely impact affected transportation projects.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of management, co-workers, Headquarters Right of Way, other organizations, and the general public.

ADA Notice

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May require sitting for prolonged periods while analyzing both printed and electronic data.
Physical requirements include ability to: file, use various types of copy and facsimile equipment, sit for long periods of time using a keyboard and display terminal, and work in a climate controlled office building under artificial lighting.
Mental requirements include the ability to: Be flexible. Ability to develop and maintain cooperative working relationships, and remain calm, patient, and professional when dealing with the public and others on sensitive issues.
Handle and respond to multiple tasks with ever changing priorities, processes and workload fluctuations. Maintain sustained and focused attention to detailed, complex and varying assignments in a busy work environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting in a workstation within an open floor plan, cubicle type office environment. If employee teleworks they must ensure their home office meeting the requirements of the telework program.

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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