

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Personnel Analyst	OFFICE/BRANCH/SECTION Human Resources/Statewide Liaison Services	
WORKING TITLE District Human Resources Liaison	POSITION NUMBER 702-008-5142	REVISION DATE 02/14/2025

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

GENERAL STATEMENT:

Under the general direction of the Branch Chief, a Staff Services Manager I in the Division of Human Resources, the incumbent works as the District's Human Resources Liaison (HRL). The HRL independently provides technical guidance to managers and supervisors regarding current personnel issues, policy and procedure changes, and policy implementation. The HRL demonstrates a positive attitude, and commitment to providing quality service that is accurate, timely and exceeds our customers' expectations, and maintains complete confidentiality. The Liaison may be required to travel to other district offices as needed to assist with other DHR functions.

CORE COMPETENCIES:

As an Associate Personnel 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 - Equity, Integrity, People First, Pride)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Equity, Innovation, Integrity, Pride)
- Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, Equity, Innovation, People First, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Integrity, People First, 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. (Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- 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. (Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	The HRL independently advises district management and supervisory staff on resolving or responding to routine personnel/labor relations issues, such as FMLA, Reasonable Accommodation (RA) and is responsible for meeting with district staff and/or supervisors/managers to explain the FMLA/RA policies and procedures, provide general guidance, and answer general questions regarding the process so that issues are resolved within the time frames set forth by law. When necessary, defer all complex FMLA/RA issues to the Department's FMLA/RA Coordinator to ensure the Department is following the laws, rules, and regulations set forth by the State Personnel Board (SPB), Department or Fair Employment and Housing (DFEH), and the Equal Employment Opportunity Commission (EEOC).

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20%	E	The HRL independently review requests for adverse action prior to obtaining signature to ensure completeness. The HRL coordinates and serves Notices of Adverse Actions and Rejection During Probation received from the Office of Discipline Services for the District. Serves as the contact person for employee/representative when an action is served. Schedules Skelly/Coleman hearings and notifies necessary parties. Provides relevant documents to the Skelly/Coleman Officer prior to the hearing and timely notification to the signing authority and the Office of Discipline Services of the Skelly/Coleman Officer's recommendation. May be required to serve as a note taker at an actual Skelly/Colman meeting as needed.
10%	E	While providing coverage to other districts, the HRL provides technical guidance to managers and supervisors on the initial phases of the progressive discipline process (i.e., verbal warnings and corrective interview memos), in accordance with established principles of discipline by: (1) advising supervisor/ manager on documentation required; (2) reviewing memos to ensure completeness, and that proper grammar, spelling, and punctuation guidelines are applied, and (3) reviewing requests for adverse action prior to obtaining signature to ensure completeness. Refers disciplinary issues involving workplace violence, discrimination, sexual harassment, and theft or where an internal/external investigation has been conducted to the Office of Discipline Services in Headquarters
10%	E	The HRL provides support at the District level to the DHR Examination Program and serves as Chief Proctor on non-MSP examinations, receives, audits, and secures examination materials. The Liaison is expected to comply with civil service rules and regulations regarding the administration and security of examinations, as well as the written guidelines set forth in the Caltrans Examination Security Procedures for Liaisons.
10%	E	The HRL independently provides expert advice and consultation to District Executive staff regarding personnel issues. This involves effective communications with district management to build understanding and to strengthen cooperation in the administration of the Division of Human Resources' policies and procedures in accordance with State laws and rules that govern personnel operations. Knowledge of the Department's program goals and objectives, policies and procedures, Employment Laws, and the Government Code, as well as the Division of Human Resources policies, procedures and practices is expected.
5%	E	The HRL may serve as back up to the District Transactions Liaison by providing assistance to employees regarding the hiring process, benefits, pay and leave balances, and any other personnel-related issues. The District HRL is expected to provide coverage to other district offices as needed, and may assist on special projects/assignments and complete other duties as assigned.
5%	M	The HRL independently develops and conducts training on various Human Resources topics for District supervisors and managers. Training may include but is not limited to Annual Performance Review, the Individual Development Plan (IDP) process, Supervisor Training Program (STP), New Employee Maintenance Orientation (NEMO), FMLA/CFRA, and Reasonable Accommodation. May assist at department's career events.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The Human Resources Liaison is expected to be knowledgeable and able to interpret and apply laws, rules, policies, and practices related to personnel operations in State government. The Liaison must be familiar with and have knowledge of Caltrans mission, vision, values and goals. The Liaison must be familiar with the State's progressive discipline process and be able to advise managers and supervisors on appropriate methods of supervision. The Liaison must be able to reason logically, use analytical and research techniques to solve difficult personnel problems, use good judgment, and be able to draw valid conclusions and make recommendations for the appropriate course of action. Additionally, s/he must be able to express ideas

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and present information clearly and logically, both orally and in writing to managers, supervisors, and employees. The Liaison must have knowledge of various computer applications such as Word, Excel, Powerpoint and the Internet. Must be able to give oral presentations to groups of various sizes and at various levels of the Department. The Liaison will be expected to review and evaluate requests from managers and supervisors that cover a broad range of personnel issues. S/he will develop technically sound alternatives that may include developing new approaches and organizational changes or revisions. S/he must be able to provide thorough and complete staff work on personnel related issues and meet the needs of the operational units.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Human Resources Liaison makes decisions that may be sensitive in nature and, if necessary, require discussion with the supervisor. Poor decisions could result in the failure to properly resolve employee issues, inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. Must be able to act responsibly and independently. Liaisons must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue. The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Human Resources (DHR) reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The Human Resources Liaison confers with all levels of management and staff in Caltrans and with employee representatives (e. g., union representatives, personal attorneys, etc) in his/her daily activities. They also consult with staff from various control agencies for guidance and assistance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for prolonged periods of time and use computer keyboard and monitor. Must be able to develop cooperative working relationships. At times the Liaison may be required to move large or cumbersome manuals and/or equipment from one location to another. Must be able to attend off-site meetings regularly and must be able to travel to Headquarters occasionally. Sustained mental activity will be required for problem solving, analysis and reasoning. Ability to recognize emotionally charged issues or problems and able to respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice. Analysts interact with the public and employees at all levels within the department and other agencies. This interaction requires the ability to develop and maintain cooperative working relationships with individuals of diverse cultural backgrounds.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office at workstations within cubicles under artificial lighting. Incumbent may also be required to travel to and from Northern California District Offices and Headquarters, and work outdoors where s/he may be exposed to dirt, noise, uneven surfaces, and/or extreme cold or heat.

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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.)

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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