

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 9/ Administration	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Administrative Executive Liaison	909-001-5393-016	09/26/2025

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

GENERAL STATEMENT:

Under the direction of the Deputy District Director of Administration, the incumbent provides administrative assistance to the Deputy District Director of Administration, and a wide range of communication services to the District 9 office; preparation of briefing reports; analyzing and compiling research material; monitoring the operational efficiency of work activities for special assignment projects, and associated endeavors, for the District 9 Division of Administration.

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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Employee Excellence - Equity, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - People First, Pride, Stewardship)
- 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. (Climate Action, Employee Excellence - Innovation, Integrity, People First)
- 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. (Prosperity, Employee Excellence - Collaboration, Equity, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration, Equity)
- 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. (Prosperity, Employee Excellence - Equity, People First, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - 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)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	The incumbent is responsible for researching, analyzing, and implementing a variety of administratively driven special projects related to District 9. The incumbent will manage and maintain the Smartsheet database for all District 9 programs. This includes tracking hiring requests, advertising efforts, the District 9 roster, probation status, and maintaining dashboards for managers and deputies. The incumbent will meet regularly with the Deputy District Director of Administration (DDDA) or their delegate to address issues impacting the District. The incumbent will also support process improvement projects as identified by the Deputy District Director of Administration.

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35%	E	As directed by the DDDA, the incumbent will also support various Headquarters administrative assignments, including serving as the District 9 Telework Liaison. In this capacity, the incumbent will: • Provide organizational and technical support related to telework policies and processes. • Collaborate with managers and supervisors to ensure awareness of administrative program changes. • Communicate District-wide notices and coordinate reporting requirements with Caltrans Headquarters. • Research, analyze, and report data to monitor compliance and identify areas for improvement. • Provide recommendations to the DDDA to manage risks and improve administrative functions.
10%	E	The incumbent will assist in implementing the strategic plan for the Division of Administration within District 9, in collaboration with the Administration team. Responsibilities include: • Monitoring and tracking progress on strategic goals. • Reporting accomplishments and measurable outcomes to the Administration Management Team. • Preparing regular updates for the DDDA.
10%	E	The incumbent will work with the DDDA to implement and monitor the District-level Mentoring Program annually. Duties could include: • Organizing and delivering events that support the Department's goal of organizational excellence and reinforce the District's commitment to valuing every employee. • Conducting research and analyzing data from program participants, including managers, supervisors, and rank-and-file staff. • Developing recommendations based on findings to improve the program.
5%	M	The incumbent will assist in preparing internal briefing reports, talking points, and presentation materials for the DDDA. This could include: • Researching information and consulting with District subject matter experts. • Developing clear, comprehensive, and accurate final reports and materials.

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 supervision or guidance exercised over others. May act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and modern methods of public and business administration including organization, fiscal and personnel management, training, administrative analysis; principles and practices of general business management, purchasing, labor relations and safety practices; modern office methods, forms, and equipment; public information channels and methods; organization and functions of the various Departments within the organization. Computer proficiency and knowledge of various computer software applications such as Smartsheet, Microsoft Word, Microsoft Excel; Microsoft PowerPoint, and Microsoft Outlook and the internet is desirable.

Ability to: Communicate and follow direction at a level required for successful job performance. Ability to modify and change work methods to solve various problems encountered in daily operations. Ability to interact cooperatively and effectively with multi-disciplinary staff. Analyze administrative problems and adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; establish and maintain cooperative working relationships; analyze data and present ideas and information effectively; demonstrate capacity for assuming increasing administrative responsibility. Ability to interact as a team member in a fast-paced environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must understand that he/she will be exposed to highly sensitive material and information. Errors in judgment could result in civil and/or criminal liability for the Deputy District Director of Administration and the Department. Additionally, errors in judgment and inappropriate actions of the incumbent could reflect adversely on the District, the Department and the California State Transportation Agency.

PUBLIC AND INTERNAL CONTACTS

The employee will have contact with members of the District Executive Management Team, Senior members within the District and the Department, and the Executive support staff within the organization and other Caltrans employees.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to operate within confined spaces, which may require some stooping, bending, standing or sitting for prolonged periods. May be required to stay seated at desk except during designated breaks and lunch meal periods. May be required to sit in or operate a state vehicle. May be required to move audio-visual equipment between various floors on a handcart which may require pushing and moving items that may weigh as much as 50 pounds. May be asked to stand for prolonged periods when attending special events. Mental and Emotional: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems. Will be required to deal tactfully and courteously with everyone with whom he/she works; and adhering to the Department's equal opportunity policies and directives against discriminatory or harassing behavior. Must be able to focus on precise activities beyond the distractions of a busy business environment; be emotionally stable, alert and aware at all times. May need to prioritize work tasks to meet competing deadlines. Must reason logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. This position is responsible for working cooperatively with team members, managers and supervisors to identify innovations that will increase productivity, reduce cost and maintain and improve quality products and services for the Department. This position must adhere to customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The employee will be based in an office environment that is climate-controlled under artificial lights with some outdoor travel a possibility. May be required to stand or sit for long periods of time. May be exposed/put in stressful situations. Will be required to operate various office devices during the course of the assignment such as photocopiers; computers, printers, scanners, telephones; and cell phones. 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.

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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