

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	NR Capital Outlay Support/Data Management Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
North Region Capital Outlay Support Data Management Analyst	903-101-5393-XXX	

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 Data Management Unit Chief, a Staff Services Manager I, the incumbent will independently perform complex technical research and statistical work utilizing various data sources. Incumbent will be the focal point for Project Development Team (PDT) members consisting of Task Managers, Project Managers, and Executive Management on the North Region (NR) workload resource development analysis and reporting. Incumbent will independently develop reports, provide project data analysis, and research projects based on requests from customers throughout the North Region including staff, Functional Managers, Project Managers, and Executive Management.

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. (Employee Excellence - Collaboration, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Stewardship)
- 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, Innovation)
- 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, Innovation)
- 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 - Collaboration)
- 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, Innovation, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Collaboration, Innovation, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Independently research, extract, analyze, and aggregate project workload data on an ad-hoc and routine basis to include but not limited to: statistical reports of analyzed data, creating graphs illustrating statistical data on Capital Outlay Support projects for the North Region. Incumbent will be responsible exporting data from various data sources including but not limited to AMS Info Advantage, Enterprise Datalink, PRSM, QMRS, FileMaker and other project related databases, cleansing and preparing messy data or merging various data sources, and creating reports and analysis to support project stakeholders informed decision making.

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45%	E	Responsible for creating a variety of standard and ad hoc reports, providing analysis and publication of task management and project management reports related to resource allocation, schedule and cost, and performance measures, to assist the North Region project stakeholders to help accomplish project deliveries.
10%	M	Produce or support preparation of a data quality management plan. Propose and gain agreement on data quality standards. Create business rules for quality checks and/or data validation. Develop and/or manage data processes for defect tracking and reporting. Develop and maintain training on appropriate workflows and data quality processes for their data quality effort.

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. However, this position may provide functional direction to others engaged in the administration of project support activities. May also act as lead of unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires an individual with hands-on experience in report development and tracking procedures. The incumbent must have a basic knowledge of the principles and practices of the Caltrans project management process and a basic understanding of the Critical Path Method (CPM) of project scheduling and control; must have the capability of working with personal computers and an aptitude for learning various software programs; must have working knowledge of Windows computer workstation operating system and service applications such as Word and Excel. Ability to analyze developed reports based on facts, data, formulas and calculations.

The position requires an individual to learn and understand scheduling, managing, and statusing of Caltrans Capital Outlay projects using a sophisticated computer scheduling tool. As such, must have the ability to comprehend the Caltrans project management-process; and the Caltrans project development process, including the activities required to develop a project. Incumbent must be willing to be trained in the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans Project Managers, and Functional Managers. The incumbent must have the ability to analyze and solve the more difficult and/or complex technical or administrative problems; and have a basic understanding of the principals of teamwork; the ability to maintain cooperative relationships and express ideas well, in both oral and written formats. The incumbent must be able to effectively communicate with task managers, project managers and project management support units.

Technical accountability for work product and decisions is expected. The incumbent is responsible for maintaining a working knowledge of products and technologies currently deployed by the Department. This position requires a high degree of independence, initiative, motivation, and self- direction. Extensive experience with PRSM or other Enterprise Resource Planning (ERP) databases, QMRS, FileMaker, and Microsoft Excel is highly desired.

Ability to communicate effectively both orally and in writing, establish and maintain cooperative working relationships with all levels of District and Region management and employees. Must be able to interpret written and numerical data accurately, reason logically and use analytical techniques to determine alternatives, adopt an effective course of action, and solve varied administrative problems.

The incumbent must possess the following General Competencies:
Communication: Listening to others and communicating in an effective manner.
Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.
Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.
Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.
Teamwork: Working effectively and cooperatively as a member or leader of a team to achieve common goals, and complete assignments in a group setting.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for performing varied and complex technical statistical work. Poor analysis, methodologies, data collection techniques, and qualitative and quantitative data could lead to:

- Inaccurate representation of project data;
- Loss of credibility with decision maker;
- Development of inaccurate recommendations on which others rely;
- Loss of state and federal funding;

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- Strained working relationships with internal and external customers; and
- Harm the credibility of the Office, Division, and/or Department.

PUBLIC AND INTERNAL CONTACTS

Interacts with Headquarters and Regional management staff and internal technical staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks and projects on time, sometimes with short notice. The incumbent must be open to change and new information, and be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Value cultural diversity and other individual differences in the workforce. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. Customer service is essential in this position. The incumbent must be able to develop and maintain cooperative working relationships, behave in a fair and ethical manner toward others and respond appropriately to customer issues, concerns and complaints.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal computer. Employee may be required to travel for training or meetings.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE