

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	SM&I Office of Bridge Asset Management/Administrative Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Bridge and Tunnel Inspection and Inventory Records Analyst	913-620-5393-918	10/01/2025

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 supervisor of the Administrative Branch, a Staff Services Manager I, in the Structure Maintenance and Investigations (SM&I) Office of Bridge Asset Management, the incumbent performs complex technical analytical staff services assignments related to reporting, archiving, distribution and management of: (1) safety inspection, load rating and National Bridge inventory (NBI) data for in-service highway bridges in accordance with the National Bridge Inspection Standards (NBIS), the Specifications for the National Bridge Inventory (SNBI) and other references incorporated in the NBIS, the SM&I Procedures Manual and various SM&I policies and established workflows, (2) safety inspection, load rating and National Tunnel inventory (NTI) data for in-service highway tunnels in accordance with the National Tunnel Inspection Standards (NTIS), the Specifications for the National Tunnel Inventory (SNTI) and other references incorporated in the NTIS, the SM&I Procedures Manual and various SM&I policies and established workflows, and (3) bridge and tunnel asset management data. Some travel outside of the Sacramento Office may be available.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, 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. (Employee Excellence - Integrity, People First, Pride, Stewardship)
- **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 - Innovation, Stewardship)
- **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. (Employee Excellence - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - People First)
- **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, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **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 - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Federal Compliance & Digital Records Management – <ul style="list-style-type: none">• Serve as the primary administrator for the Bridge Inspection Records Information System (BIRIS).• Review, validate, and index Bridge Inspection Reports (BIRs) for accuracy, completeness, and compliance with federal SNBI guidelines.• Ensure all digital bridge records align with FHWA and Department requirements, including new Bridge Management System (BMS) standards.• Distribute bridge inspection reports.
25%	E	Data Analysis & Reporting – <ul style="list-style-type: none">• Conduct data quality reviews and identify discrepancies in inspection records and inventory data.• Generate reports for federal, state, and district leadership to support decision-making and compliance audits.• Monitor program metrics to ensure timely submittals and compliance with federally mandated schedules.• Support Bridge Asset Management (BAM) by preparing data sets for program reviews, audits, and performance measures.
15%	E	Coordination & Program Support - <ul style="list-style-type: none">• Collaborate with Data Management staff to integrate bridge inspection data into statewide systems.• Provide technical assistance to Districts, Cities, and County Local Agencies regarding data submissions and updates.• Serve as liaison for local agency contact updates, expedited document distribution, and FILR updates.
15%	M	Perform other duties as directed by a supervisor in the chain of command including but not limited to performing special contract assignments, independently or as part of a group, to address critical issues and study specific contract budget and accounting issues: identify and recommend appropriate solutions, revisions, and policies; and develop procedures for implementation of new processes, and managing internal and external websites. These assignments may be related to a single SMI office function or to SMI as a whole. Provide backup to other administrative staff who perform procurement and other related work.
10%	E	Program Development & Policy Support - <ul style="list-style-type: none">• Recommend improvements to digital workflows, data systems, and reporting practices.
10%	E	Administrative & Technical Support - <ul style="list-style-type: none">• Assist with the creation and assignment of bridge numbers.• Process bidder as-built requests and ensure accurate historical record keeping.• Manage IT Cal-Card purchasing related to bridge inspection and data management resources.• Receives, verifies and reconciles Cal-Card monthly statements against purchase receipts, confirms charges are consistent with original purchase quote(s), ensures approved statements include all required back-up documentation. Performs analysis and reviews purchases to ensure parameters and guidelines set by the State and departmental policy are followed. Complies with State purchasing policies and procedures.• Analyzes, processes and coordinates procurement requests. This includes copier/printer supplies, Non-IT goods, furniture orders, inspection equipment, and standard office supplies. Verifies the request, research products for competitive pricing and selects the option that provides the greatest value to the State. Updates and maintains the procurement database and other databases as necessary. Maintains communication with co-workers, division staff and management.

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, the incumbent provides expertise to the SMI offices and may participate on interdisciplinary teams. The position may act as lead analyst to other SMI staff including but not limited to engineering volunteers, student assistants, and rotators.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to independently analyze and validate complex bridge inspection data, identify and resolve discrepancies, and apply regulatory requirements with accuracy and sound judgment. Strong abilities in research, problem-solving, and written and verbal communication are essential to prepare clear reports, coordinate with districts, local agencies, and Data Management staff, and recommend process improvements. Analytical requirements include evaluating data for compliance,

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

identifying trends or risks, and supporting the development of updated procedures to align with evolving federal mandates. Incumbent must possess excellent customer service skills and be able to perform completed staff work. Must be able to communicate effectively, in both oral and written forms. Knowledge and experience with the Department's accounting system

Must be proficient with laptop computers and various software programs. Strong spreadsheet and database skills are highly desirable.

Incumbent must develop a thorough knowledge and understanding of the bridge inspection process, typical bridge maintenance and preservation actions, and construction techniques related to bridge preservation activities. The incumbent must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action, develop and maintain cooperative working relationships, and demonstrate capacity for assuming increasing responsibility,

The incumbent must meet the following additional requirements:

- Must have understanding of and commitment to the Department's vision, mission, values and goals.
 - Must have knowledge of the Caltrans Director's Policies and Deputy Directives.
 - Must have understanding of the Caltrans Maintenance Program.
 - Proficiency in the use of Microsoft Word, Microsoft Excel, including pivot tables and charts.
 - Understanding of and commitment to the Department's mission and goals, and ability to effectively contribute to them.
 - Knowledge of the Maintenance Program and have the ability to facilitate, communicate, and consult with Maintenance staff to support and enhance continuous improvement practices.
 - Knowledge of asset management process.
 - Must be able to collect, prepare, review, analyze and interpret data and reports, and to make recommendations for problem solutions and improvements to SM&I and Division of Maintenance (DM) management.
 - Must be able to present ideas and information effectively both orally and in writing.
 - Must be able to make effective presentations at internal and external meetings.
 - Must have the ability to communicate and consult with HQ and District administrative staff.
 - Must have understanding of the SM&I bridge, tunnel and overhead sign management systems (SMART and AASHTOWare BrM), BIRIS and FILR.
 - Ability to act independently, be flexible, and use tact.
 - Ability to analyze data utilizing mathematical skills, and make critical recommendations documented by facts and figures.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for their decisions, actions, and the consequences of error. The incumbent will be responsible for performing their work in an accurate and timely manner by prioritizing tasks and exercising good judgment.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with Department managers and staff, Considerable time may be spent researching or answering questions by telephone or laptop computer. Attendance, participation, and presentations at internal meetings and task forces may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit and/or stand for long periods and perform tasks utilizing a laptop computer. This position requires a lot of interaction with other office staff; interactions must be pleasant, courteous, and professional at all times. Incumbent must be able to develop and maintain cooperative working relationships with internal and external clients, be tactful, and treat others with respect. Incumbent must be able to analyze data and draw sound conclusions. Incumbent must have the ability to deal with multiple tasks, adapt to changes in priorities, and complete tasks with limited notice. Incumbent must have the ability to focus for long periods of time, deal effectively with pressure, maintain focus, and remain optimistic and persistent under adversity and tight deadlines.

WORK ENVIRONMENT

The incumbent will work primarily in a climate-controlled office under artificial lighting utilizing a laptop computer. However, because of periodic fluctuations with the heating and air conditioning, the building temperature may fluctuate.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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