

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	D22/DBO/Office Resource Planning & Policy	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District 22 Personnel Liaison	702-046-5393-XXX	03/17/2025

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 a Staff Services Manager I, the incumbent serves as a Personnel Liaison and provides administrative support to District 22 that includes six administrative divisions/offices to ensure and facilitate completed staff work for the coordination and completion of a variety of personnel related duties including, but not limited to, position management, reconciliation of the Position Tracking Automated System (PTAS) Report, preparation of internal and external position reports, and preparation, submission, and tracking Personnel Action Request Form (PARF) packages. In this capacity, the incumbent independently researches, analyzes, tracks, and monitors the allocation and management of positions and provides recommendations to management, taking an active role in correcting discrepancies. The incumbent will provide outstanding customer service, guidance, direction, and support on personnel related actions which involve confidential, sensitive, and/or personal information.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - 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, 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, Innovation, People First, 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. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, People First, Stewardship)
- 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, Stewardship)
- Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Prosperity - Collaboration, Innovation, Integrity, 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 - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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60%	E	Serves as the administrative and personnel liaison between the Division of Human Resources (DHR) and the various administration divisions and offices within District 22 (D22). Duties include, but are not limited to: preparing, updating, and tracking PARF packages to fill vacant positions, reviewing for accuracy and completeness and submitting to the Administration (Admin) Resource Managers for approval; completing and processing requests for time base changes or any other components or information needed as part of filling, reclassifying or moving a position; researching prior PARFs when issues or questions arise, organizing share drive; maintaining and updating PARF log; tracking and maintaining the annual drill of re-numbering pending PARFs for upcoming fiscal year; archiving older PARFs per records retention policy/guidelines; performing Position Management projects and drills that include tracking of positions and vacancies; reviewing PTAS reports for accuracy; consulting with RPP supervisors and managers, divisions, and DHR utilizing effective communication (both written and verbal) as related to programs, positions, or employee requests; developing classification change and position upgrade/establishment justification documentation; preparing, submitting and tracking blanket position moves; managing and maintaining a shared personnel email account, daily logs, and files in a team environment, and tracking Temporary Assignments (i.e., Out of Class Assignments, Rotations) to temporarily fill vacant duties to update organization (org) charts.
20%	E	Develops, updates, and maintains division's org charts using Visio software. Monitors, updates, and ensures that the various Admin divisions operate within their authorized and hiring capacity position levels. Establishes and maintains an internal log of actions for reconciliation of positions (Blanket and Vacancy) to PTAS by using the Program 5010 Position Tracking spreadsheet. This includes noting discrepancies, making changes, and transmitting PTAS corrections to the DHR. Includes research on historical information on positions. Prepares and presents monthly position summary reports (PTAS Staffing Report) for the various divisions. Presents monthly (or as needed) reports to management.
10%	E	Serves as the D22 student assistant liaison. Duties include reviewing and approving the student assistant master contract, creating task orders, encumbering, and disencumbering funds, monitoring student contract expenditures to ensure D22 divisions stay within the budgeted allocation; attending trainings and meetings related to the student assistant contract; and contacting the student assistant administrator or vendor for any issues.
5%	E	Responds to questions posed by the Division of Budgets, Accounting, Department of Finance, and others related to position management and personnel related matters. Updates the D22 Annual Payroll Headers, Annual Re-organization Request, and Annual CA Human Resources' Org Charts. Prepares written communication and/or analysis as it relates to special assignments or projects. Serves as a back-up to the DBO Personnel Liaison.
5%	M	Performs special assignments assigned and/or other duties as required.

<sup>1</sup>ESSENTIAL 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  
The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
The position requires familiarity with the Department's statewide organizational structure and full knowledge of Human Resources procedures, position management, and the PARF process, as well as knowledge of AMS Advantage, InfoAdvantage, Enterprise DataLink, Visio, and the PTAS.

The incumbent must have the ability to reason logically and creatively; use various analytical techniques to resolve complex personnel issues, develop and evaluate alternatives, draw sound conclusions, and present recommendations and information through oral and written communication methods to management on matters relating to personnel issues. Must be able to establish and maintain priorities and a level of professional integrity to ensure that the best interests of the program and the Department are served. The incumbent must also have the ability to work well in the interdisciplinary team concept and be able to function in a lead capacity when called upon.

The incumbent must have the ability to establish and maintain cooperative working relationships with departmental staff. In addition, the incumbent must be able to speak and write effectively and adopt an effective course of action; develop effective management reports and recommendations based upon sound logical conclusions; maintain confidentiality; be knowledgeable of the Department's mission, vision, goals, and objectives; and develop and maintain team effort and cooperation among staff.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have a significant impact on the various administration division's ability to carry out its program responsibilities. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Personnel management errors could result in improper management decisions at all levels. Poor judgment would severely constrain the ability of the various administration divisions to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains communication with all levels of Department staff, from clerical to executive, for the purpose of providing guidance and direction on personnel issues, and works closely with Human Resources, as well as the division chiefs of the various administration divisions. All contacts require tact and sensitivity.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to read and understand a variety of personnel documents. The incumbent will hand key data into a computer terminal. This will be done while sitting or standing. The incumbent must be able to respond to changing priorities and short deadlines while developing and maintaining positive and cooperative working relationships. The incumbent must be able to work effectively with high-level executives.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting environment with artificial and natural lighting. The incumbent will occasionally take transportation or walk to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions.

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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