

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION D12 Region Office Maintenance	
WORKING TITLE REGION TIMEKEEPING ANALYST	POSITION NUMBER 912-610-5157-xxx	REVISION DATE 10/28/2025

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

GENERAL STATEMENT:

Working under the supervision of a Staff Services Manager I, the Staff Services Analyst (SSA) will be the timekeeping and transactions analyst, and preemployment and Return to Work (RTW) Drug Testing Coordinator. Duties and responsibilities require in-depth research, independent judgment, effective teamwork, discretion, and the ability to interpret data to uniformly apply policies and procedures in a multitude of varying situations. Incumbent will be required to be familiar with the bargaining unit contracts especially as related to timekeeping and leave policies. Must be able to maintain a high level of confidentiality, initiative, and accuracy under strict deadlines in accordance with District, Department, State and Federal laws policies procedures, rules and guidelines.

CORE COMPETENCIES:

As a Staff Services Analyst (Gen), 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

40%	E	Timekeeping analyst works independently with Staff Central and IMMS (Integrated Maintenance Management System) applications to monitor field maintenance staff time sheets, running and comparing reports to ensure accurate time and leave entries. Duties and responsibilities require in-depth research and analysis, independent judgment, effective teamwork, discretion, and the ability to interpret data and uniformly apply contract language, regulations, policies, and procedures to varying and complex timekeeping situations. Incumbent is responsible for ensuring all reported time for field maintenance staff is accurate for the monthly MERSI (Maintenance Employees Reporting System Interface) process. Works closely with Superintendents for weekly employee time sheet approvals. Updates employee work history in Staff Central; moves employees between crews in IMMS; prepares payroll-related documents and employee separation paperwork; processes monthly bonus pay requests for eligible Supervisors; audits Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies; Incumbent is responsible for pick-up, tracking, and distribution of payroll warrants, salary advances, and other miscellaneous pay issued to region employees.
20%	E	Incumbent pulls overtime (OT) and Compensated Time Off (CTO) reports, analyzes the reports to ensure compliance, and reports the information to the SSMI, Maintenance Manager I (MMI), and District IMMS Coordinator. Runs monthly time sheets (M33s) and sends to employees and supervisors for review and signatures; makes needed corrections identified by employees. Assists Supervisors and Superintendents with issues regarding personal leave usage, leave without pay, and separation documents. Processes FMLA/CFRA and other protected leave document packages upon request of the Supervisor; prepares document package, emailing or mailing via Certified Mail as directed, and tracks forms package. Ensures proper leave usage is reported to the Personnel Specialist. Assists Supervisor in monitoring and tracking employee leave balances used under protected leave programs. Identifies leave balances approaching or exceeding the designated leave balance limit and communicates findings with the Supervisor, Superintendent, SSMI, and MMI; tracks receipt and compliance of Leave Balance Reduction Forms; alerts SSMI and MMI of non-compliance.
20%	E	Incumbent acts as the Drug Testing Coordinator for Return to Work (RTW) and preemployment activities, initiating the proper paperwork and submitting to the Office of Driver Certification and Substance Abuse (ODCAST) for new hires and safety sensitive classification employees. Monitors DMV Employer Pull Notice (EPN) program compliance by requesting and receiving pull notices. Incumbent coordinates with Supervisors of eligible staff to facilitate processing of Commercial Driver's License (CDL) and Qualified Applicator Certificate(QAC) pay differential package submissions and cancellations; monitors ongoing pay differential eligibility and notifies supervisors when eligibility may change. Maintains current, filed log of DOT physicals and pull notices. Makes travel arrangements for Maintenance personnel including airline and car travel.
10%	E	Incumbent works closely with the Maintenance Hiring Analysts to coordinate and ensure all new and transfer employee hire documents have been completed and submitted for accurate keying and meeting of timely payment of wages compliance measures. Incumbent tracks and verifies accuracy of database updates on employee hires, transfers, separations, and payroll status. Creates reports and summaries as needed to identify issues and works with Managers to recommend and implement solutions. Incumbent may be assigned to assist with or complete special projects or analytical tasks within the scope of region office duties and assignments. Record keeping and retention, ensure proper storage retention policies and safekeeping of Caltrans records.
10%	M	Assists MM I in developing training proposals for field staff; inputs data, reviews office training requests to insure compliance with departmental training policies and regulations; develops and coordinates presentation of orientation training packages for field personnel; prepares training guidelines for "on-the-job" training, monitor and determine employee training needs using the Learning Management System (LMS). Accurately responds to routine questions on Region programs; As a member of Maintenance support team, provides back-up support for other team members. Performs other duties as needed, such as answering phones, file maintenance, information dissemination, inventory replenishments and updates, mail distribution.

<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.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise but may provide guidance or on the job training to newer Region staff.

---

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have strong written and verbal communication skills, and the ability to prepare summarized or detailed written correspondence, in a clear and logical manner. Knowledge of basic grammar, spelling, punctuation, and math is required. Must use good work habits such as punctuality, accuracy, and dependability. Must have the ability to perform professionally, follow oral and written directions, evaluate situations accurately, and take effective action. Must be able to work successfully both independently and as part of a team. Must be able to establish and maintain cooperative working relationships. Must be able to carry out assignments expeditiously, completely and with an optimistic approach. Must collect, categorize, maintain, and summarize information. Must be capable of creative, logical thinking and open to new or different ideas and opinions with an emphasis on customer service. Must have knowledge of modern business practices and common office equipment. Must be proficient in the use of personal computer hardware and software, including Microsoft Word and Excel. Must be proficient in research techniques and accessing information from computer applications such as the Internet, departmental intranet, existing spreadsheets and other departmental resources. Must have knowledge of, and adhere to, the rules and regulations regarding timekeeping practices as outlined by the Department of Human Resources and applicable Bargaining Unit Memorandums of Understanding (MOUs). Must be able to effectively identify and analyze problems. Must be able to effectively evaluate information from regulations, departmental policies, laws and/or rules; determine its relevance; consider the effect of such changes; and make recommendations for action using sound judgment to generate and evaluate alternatives.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must evaluate requests for information with discretion and/or refer to specialty for complex issues. Unfavorable legal action may negatively impact Caltrans if precautions are not taken. Decisions must be made carefully and consistently

---

### PUBLIC AND INTERNAL CONTACTS

Incumbent will have frequent contact with internal and external partners, human resources, public information office, district office personnel, supervisors, employees, and private citizens.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. Must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific operations and be able to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Must be able to interact well with employees, contractors and individuals from many different cultural backgrounds. May be required to sit for periods of time working on various computer projects. Must have the ability to deal with emotionally charged issues with employees and public. Must maintain confidentiality with complex and sensitive issues. Incumbent will be required to transport up to 20 pounds from low to high areas.

---

### WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, storage facilities, and highway facilities. Incumbent may be required to travel within the district and to other districts within the state. A valid California driver's license is required.

---

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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE