

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 2/Administration/Human Resources	
WORKING TITLE Hiring Coordinator	POSITION NUMBER 902-001-5393-xxx	REVISION DATE

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 Staff Services Manager I, Human Resources, incumbent will be independently responsible for providing technical guidance and support to supervisors/managers within District 2 related to the hiring process, temporary assignments, and student assistants. This position requires excellent customer service skills, the ability to interpret rules and regulations and handle confidential information in a timely, professional manner. May act as lead on special projects and provide backup to the Human Resources staff.

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 - People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - 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. (Prosperity - 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 - Innovation)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - 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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - 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 - Pride)

TYPICAL DUTIES:

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

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50%	E	Functions as the Hiring Services Coordinator for District 2, working closely with supervisors/managers as their designated hiring manager. Incumbent will advise on classification specifications, minimum qualifications, range change criteria, exams, Memorandum of Understanding (MOU) guidelines, and policies and procedures. Will compose advertisements including post and bid notices, prepare justification memos and hiring considerations forms, assist with Statement of Qualifications (SOQ)/screening criteria, complete Department of Finance/Temporary Assignment packages, prepare Position Action Request (PARF), and will update and review duty statements to ensure compliance with specifications for a variety of personnel actions, including but not limited to: new-hires, out of class assignments, rotations, transfers, training and development, transfer change in class, leaves of absence, moving employees from blanket positions into authorized positions and time base changes, ensuring all documents follow the policies and procedures in an accurate, timely manner.
15%	E	Independently prepares correspondence related to the hiring process. This includes responding to individuals that have applied for advertised positions, those seeking information on how to apply for a position and minimum qualifications/salary, requests for additional information to determine eligibility, interview letters, and notification of non-selection letters. Prints applications from advertised Exam and Cert Online System (ECOS) job controls and gives to supervisor to screen. Schedules interviews, prepares interview binders, and works with DHR on all aspects of the hiring process.
10%	E	Serves as the District Coordinator for the Student Assistant and Volunteer Program. Acts as a liaison between supervisors, Student Assistant Program Administrators, and University Enterprises, INC. (UEI). Collaborates with hiring managers to develop appropriate duty statements, reviews applications, monitors student work hours, processes enrollment status documents, and establishes deadlines with UEI. Ensures compliance with all program requirements. Coordinates student recruitment efforts with UEI and engages with job placement centers at local colleges and universities, including those with specific academic specialties.
10%	E	Updates and submits bi-monthly vacancy reports to District and Program Managers. Meets with management to review the reports, make recommendations and implement changes as needed. Tracks the hiring process for timely program approval, advertisement, printing of applications, and Classification and Hiring/Department of Finance approvals.
10%	E	Develops and maintains interactive database for purposes of tracking District 2 Temporary Assignments, Limited Term and Training and Development assignments and Student Assistants/ Volunteers. Develops and implements tracking systems, extracts and analyzes data, identifies problem areas, researches alternatives, and proposes recommendations. Using scheduling software, Microsoft Excel, PowerPoint and other presentation software, runs regular status reports and presents status to management.
5%	M	May act as Chief/Assistant Proctor on District exams. Will act as back-up to Human Resources staff. Special projects as needed.

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
This is a non-supervisory position, but may act as lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have basic knowledge of personnel and hiring procedures, rules and regulations; knowledge of personal computers. Must be able to present ideas and information, both orally and in writing, in a concise manner and be able to determine priorities and maintain accurate records. Since this position handles confidential and sometimes sensitive material, the incumbent must be able to discern what information is confidential and what information is public. Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment may result in the release of confidential information. This may result in monetary loss to the department in the form of lawsuits, grievances or other legal action. Incorrect information given to employees may adversely affect their employment status, pay and/or employment eligibility. Incorrect information provided to the public may result in a loss of credibility for the Department.

PUBLIC AND INTERNAL CONTACTS
Incumbent will have contact with all levels of departmental staff including DHR and Labor Relations as well as outside agencies

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and the general public. Incumbent must have exceptional customer service skills, be congenial and tactful when dealing with others and must be able to develop and maintain cooperative working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for prolonged periods of time, use a computer keyboard and monitor, and be able to develop cooperative working relationships with all customers. May be required to move large or cumbersome manuals and/or equipment from one location to another. Must be able to attend off-site meetings and travel to Headquarters when required.

Sustained mental activity will be required for problem solving, analysis and reasoning. Ability to recognize emotionally charged issues or problems and able to respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notices.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. Use of a computer and monitor is required a majority of the time. Employees may be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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 headquarterd 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 headquarterd 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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CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION District 2/Administration/Human Resources	
WORKING TITLE Hiring Coordinator	POSITION NUMBER 902-001-5157-xxx	REVISION DATE

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GENERAL STATEMENT:

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CORE COMPETENCIES:

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15%	E	Under guidance, prepares correspondence related to the hiring process. This includes responding to individuals that have applied for advertised positions, those seeking information on how to apply for a position and minimum qualifications/salary, requests for additional information to determine eligibility, interview letters, and notification of non-selection letters. Prints applications from advertised Exam and Cert Online System (ECOS) job controls and gives to supervisor to screen. Schedules interviews, prepares interview binders, and works with DHR on all aspects of the hiring process.
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10%	E	Under guidance, updates and submits bi-monthly vacancy reports to District and Program Managers. Meets with management to review the reports, make recommendations and implement changes as needed. Tracks the hiring process for timely program approval, advertisement, printing of applications, and Classification and Hiring/Department of Finance approvals.
10%	E	Under guidance, develops and maintains interactive database for purposes of tracking District 2 Temporary Assignments, Limited Term and Training and Development assignments and Student Assistants/ Volunteers. Develops and implements tracking systems utilizing scheduling software such as Microsoft Project, capable of updating and monitoring tasks and milestones and reporting on program progress. Extracts and analyzes data, identifies problem areas, researches alternatives, and proposes recommendations. Using scheduling software, Microsoft Excel, PowerPoint and other presentation software, runs regular status reports and presents status to management.
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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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