

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Office of Civil Rights/Resource Management Branch	
WORKING TITLE Council Coordinator Analyst	POSITION NUMBER 913-088-5393-127	REVISION DATE 1/20/2023

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 (SSMI), Resource Management Branch, Office of Civil Rights (OCR), the Associate Governmental Program Analyst (AGPA) will independently analyze issues, research logically and creatively, develop a course of action, and make recommendations to meet customer needs while performing a variety of administrative responsibilities and research. The incumbent will collect, analyze, and interpret information from internal and external stakeholders for the Deputy Director of OCR. The incumbent will complete research and data collection for inclusion of reports to various advisory bodies administered by OCR, including but not limited to the Caltrans Statewide Small Business Council, the Disadvantaged Business Enterprises (DBE) Participation Committee, and DBE Governance Council. The incumbent must be proficient in writing and analyses of written and oral communications.

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. (Safety, Employee Excellence - Equity, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Collaboration, Integrity, 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. (Safety, Employee Excellence - Collaboration, Integrity, 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, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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60%	E	The incumbent will serve as lead person for such Department advisory bodies as the Statewide Small Business Council, DBE Participation Committee, and the DBE Governance Council. Independently gather, compile, transcribe, edit, and analyze information with Caltrans staff and external stakeholders on meeting minutes, action items, and document activities through completion. Lead, coordinate, and participate in teams to develop, coordinate, and execute work plans and logistics for advisory body online and in-person meetings. Ensure maintenance of records of historical and current activities. Recruit and renew members for the advisory bodies and maintain records associated with said membership. Review membership applications for completeness and perform background checks on proposed and returning members. Develop, coordinate and distribute meeting materials, reports, and other meeting-relevant materials to advisory body members, internal and external stakeholders. Provide the OCR Deputy Director, Office Chiefs, and Branch Chiefs with reports and other documentation as requested or required in a timely and thorough manner reflecting completed staff work.
20%	E	The incumbent will serve as the Liaison/Coordinator for the Department's Legislative and External Affairs Offices to provide time-limited responses for legislative bill analyses and California Public Records Act requests. The incumbent will work with appropriate OCR subject matter experts and Department Legal Division as relevant or needed to provide accurate analyses and responsive documents in a time-limited framework while adhering to guidelines and regulations provided by Department Legislative Affairs and External Affairs. Communicate primarily in writing with Department legislative liaisons and Public Records requestors in a thorough, clear, cordial, and articulate manner.
10%	E	The incumbent will provide facilities related support for maintenance and documentation for activities related but not limited to Human Resources, Records Retention, Property Control, and distribution of office supplies and equipment. Human Resources related activities might include but will not be limited to timely development, monitoring, and tracking of Position Action Request Form (PARF), Appointment Request Form (ARF), and Employee Separation, and Retirement packages, updating the PARF tracking sheet, effectively communicating with Department Personnel and Transactions Analysts orally and in writing, scheduling interviews, and interacting with interviewees both orally and in writing.
5%	M	The incumbent will be the OCR Alternate Forms Management Officer, pick up live warrants for staff and Travel Expense Compensation from the Department Cashier, and support the Resource Management staff and management as required.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should: have knowledge of departmental, administrative, and contracting processes; have the ability to work effectively with various levels of management and staff; communicate effectively orally and in writing; establish and maintain friendly and cooperative relations with a diverse community of internal and external stakeholders. The incumbent should have the ability to work under pressure, independently, and effectively. The incumbent should be able to efficiently coordinate multiple assignments with multiple deadlines. The incumbent should have the ability to operate a computer, conduct online research, be able to work extensively in such programs as Word, Excel, and PowerPoint, and compose survey instruments using programs such as Survey Monkey.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for effectively planning, coordinating, and executing office policy and procedures as they relate to the OCR Resource Management Branch. Poor judgment in evaluating information failing to adhere to respond to mandated deadlines could lead to adverse action being taken against OCR and the Department.

PUBLIC AND INTERNAL CONTACTS

There will be extensive coordination with Department, state, and federal agency administrators, managers, and staff, statewide stakeholders, and vendors. The incumbent will oversee special assignments involving various levels of staff. The incumbent will have frequent contact with all levels of OCR staff and departmental divisions including but not limited to External Affairs, Legal, Legislative Affairs, Construction, Procurement and Contracts, Local Assistance, Information Technology, and Maintenance. Interaction may be oral or written as needed.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display monitor. The incumbent will engage in sustained mental activity to produce meeting minutes, reports, analyses, and other documents. The incument must develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotioanlly charged individuals, issues, or problems, and provide appropriate responses. The incumbent must be able to effectively manage and deal with pressure and intensity while remaining optimistic, focused, and calm even under adverse situations. The incumbent must have the ability to multi-task, adopt to changes in priority, and complete tasks and projects thoroughly under short notice. Travel is required for overnight meetings of the Statewide Small Business Council approximately one to three times a year.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered 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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