

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Business Operations/Facilities Operations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Space Planning/Modular and Field Facility Support Coordinator	904-082-5393-020	11/25/2025

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 Staff Services Manager I, in the Facilities Operations Branch of the Office of Business Operations, the Associate Governmental Programs Analyst will provide technical, analytical and staff administrative support that will assure the sound condition of the District's facilities under the control of Facilities Operations Branch. Provides expert advice and consultation to district management on asset and facility management issues.

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, 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)
- **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. (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)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (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)

35%	E	Space and Facility Management: Responsible for district space planning which includes analyzing space needs, determining space allocations, and planning and developing specifications for new and modification requests for modular furniture. Administers service contract to oversee modular furniture contractor and ensure that contractor adheres to contract specifications. Manages service contracts of various vendors such as moving, lighting and electrical contractors. Monitors fund expenditures and approve payment of contract invoices. These responsibilities are provided for approximately 2,300+ Caltrans employees and approximately 700,000 square feet of space within the district.
30%	E	Contract Administrator – The incumbent will be assigned a segment of the District's contracts for services provided to operate the District's facilities. Maintain standards for building care and maintenance, closely monitor and evaluate the performance of contractors to ensure performance meets the contract specifications and standards. Initiates contracts, including developing specifications for operational services and building grounds improvements. Monitor fund expenditures, approve and authorize payment of contract invoices. Initiate contract renewals as necessary and obtain necessary approvals for use of blanket funds for emergency repair and maintenance projects.
25%	E	Facilities Field Office Liaison – Coordinates with Headquarters and District personnel at various state-owned or leased locations to ensure the building are well maintained and meet all building code regulations. Participates as the District Liaison for the State Lab Mitigation Program (SLPM). Provide Facilities Services support to Field Facilities supported by the District 4 Facilities Management. Coordinate projects for necessary repairs and services as needed. Work closely with Budgets and District management for budget and funding required.
10%	M	Building Operations and Facilities Management: The incumbent provides customer service by addressing requests and complaints in a timely manner as set forth by the Facilities Budgeting, Planning and Security Branch Chief. Coordinates with DGS staff or contractors to resolve complaints and/or initiate work orders, follow up and monitor as needed. Conducts monthly floor audits to ensure the building is well maintained and meets all building code regulations.

<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**

This position does not supervise but may act as lead worker over one or more Staff Services Analysts and/or Associate Governmental Program Analysts and other administrative staff assigned during the project.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent is expected to have knowledge of administrative principles and practices. Must be able to comprehend and apply State policy from the State Administrative Manual, Caltrans and Department of General Services policies/procedures concerning fleet and equipment management, as well as facilities management. The incumbent must be able to assess facility related issues and determine if the issue conflicts with regulations from the Caltrans Safety Manual, Cal/OSHA or ADA.

Incumbent must possess excellent interpersonal communications and analytical skills, including the ability to communicate clearly, orally and in writing. Must prepare comprehensive reports and be able to analyze situations quickly and accurately to take an effective course of action. Incumbent must possess knowledge and experience in the use of personal computers. Must be knowledgeable about relational database applications and have the ability to understand business processes. Incumbent must also be familiar with various computer software including extensive knowledge of Microsoft Office.

Strong analytical skills are essential in this position. The incumbent must be able to reason logically and creatively, utilize a variety of analytical techniques in resolving many building/automotive management problems within the District with limited supervision.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent must adhere to legal requirements, business ethics and practices, making this position extremely sensitive. Errors in judgment and decisions may have a direct, adverse impact on the departmental programs, which could compromise the health and safety of employees or the public. Consequently, the lack of effective decision making can cost the State substantial money, time and inconvenience. An inaccurate interpretation or application of the law, failure to implement proper controls or the inability to eliminate errors could result in violation of statutory requirements. The consequence of violations includes delays and increased costs, betrayal of public trust, embarrassment to the Department, and lawsuits against the Department or Department personnel.

**PUBLIC AND INTERNAL CONTACTS**

Internal contacts are extensive with employees of all levels; this includes occasional contact with Branch, Office and Divisional Chiefs. Contacts may vary from exchange of routine information to detailed discussion of sensitive and complex building

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

management and security issues. Incumbent has frequent contact with Headquarters functional staff.

Public contact is frequent with the Department of General Services, California Highway Patrol, Local Law Enforcement and the Fire Department to coordinate activities, or seek assistance. Incumbent will have frequent contact with contractors, vendors and other representatives of private firms regarding product or contract specifications.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Requires occasional bending, stooping and kneeling. Over half of the incumbent's organization's work is subject to frequently changing work situations.

This position requires interaction with a myriad of personalities. May be subject to and have the ability to handle irate public in a calm manner. Ability to respond to emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to establish effective working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

Must have the ability to multi-task, take risks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Also, must be able to implement effective strategies consistent with the project goals.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will be required to change schedules and work weekends whenever project activities occur outside the normal 7:30 a.m. to 4:15 p.m. work hours. Other duties can include working in the field with possible exposure to inclement weather during these visits.

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