

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION DES/GS/Geotechnical Design - South (OGDS)	
WORKING TITLE Geotechnical Services Analyst	POSITION NUMBER 559-324-5393-xxx	REVISION DATE 10/07/2025

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 Office Chief (Supervising Transportation Engineer) in the Office of Geotechnical Design South (OGDS), the incumbent is responsible for performing a wide range of analytical, administrative, and operational support duties essential to the efficient functioning and effective management of the office.

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 - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - 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. (Employee Excellence - 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. (Prosperity - Collaboration, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Prosperity - Collaboration, 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)
- **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. (Prosperity - Innovation, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Supports the Office Chief and senior leadership in the daily management and operational support of OGDS. Performs analytical studies of problems in the office related to interdisciplinary staffing and project assignments for various programs within the office. Analyzes data from multiple databases and websites to evaluate workload trends to recommend procedures for assignments. Formulates procedures and alternatives for the planning, funding and execution of Capital Outlay Support Program project studies and reports. Develops systems to convey to staff and clients progress made and will be used to make decisions about project assignments, personnel staffing, budgeting and consultant resourcing. Maintains office project tracking database by inputting information and preparing weekly reports. Ensures compliance with quality standards and assists office chief with maintaining and updating assignment tracking.

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20%	E	Analyzes data for field testing and safety equipment and supplies needs and operational funds. Develops Office operational procedures to comply with policies and to maintain efficiencies. Makes recommendations on equipment needs and deployment. Monitors supply consumption trends and makes recommendations on replenishment amounts and frequencies. Maintains an accurate equipment inventory, including all appropriate equipment tagging. Coordinates and facilitates equipment maintenance and repairs. Tracks and monitors OGDS monthly vehicle usage and vehicle maintenance scheduling. Assists in the management of geotechnical sample storage facilities and databases.
20%	E	Procures IT and Non-IT goods that support GS and project delivery, utilizing Cal Card for purchases. Manages invoices, budgets, expenditures and other records to ensure compliance with policies and procurement plan. Analyzes needs, researches options, and coordinates and facilitates procurement. Solicits bids per DPAC Guidelines, coordinates funding sources from branches, and prepares, executes, and maintains purchasing documents.
15%	E	Provides administrative support for meetings, trainings, departmental reports, and other office activities, including preparing materials, recording minutes, and tracking follow-up action items.Manage office records, various accounts and inventories. Assist office by with various administrative tasks including collecting and sending out various types of correspondence and shipments.
5%	M	Develop, implement and maintain manual and process documents on all aspects of job duties for this position. Develop and implement procedures on all aspects of job duties and ensure they are documented in manual and process documents. Perform other job-related duties 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

Supervision is not a requirement of this position but the incumbent may act as a lead OGDS team member to accomplish a task.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of current business administration practices including personnel and fiscal management, purchasing, safety, organization, training, modern office methods, forms and equipment. He/she must demonstrate the ability to accurately analyze situations, research and utilize problem-solving techniques to resolve complex administrative or governmental problems and to prepare concise written and/or verbal responses to complex human resource related issues. The ability to analyze problems and adopt an effective course of action, reason logically and creatively, consult with and advise administrators and other interested parties on subject matter within the area of assignment.

The ability to communicate effectively orally and in writing. The ability to effectively work in a team environment and coordinate with various levels of management and staff, both in person and through telephone communication. The ability to establish and maintain positive, cooperative working relationships with a variety of classifications and all levels of management within the Department, other agencies and the construction industry.

The ability to collect, develop, categorize, maintain, analyze and summarize data/information, and to write clear concise correspondence, reports, and technical analysis. The incumbent must be well organized, logical, and utilize good time management skills. The incumbent must be able to learn new tasks quickly and multi-task in order to complete assigned tasks within the agreed upon deadline(s). The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving.

Knowledge and ability to work proficiently with a personal computer equipped with e-mail (MS Outlook), word processing and spreadsheet software including Microsoft Office Products: Word, Excel, and Power Point is required. Experience using MS Teams, EFIS, and Filemaker Pro.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Office management. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of the Office in meeting its goals, objectives and fiscal constraints. If the information is not correct and timely it can have a major impact on management decisions and could adversely affect the Office's mission in meeting its goals, objectives and fiscal responsibilities.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with all levels of Engineering Services staff and frequent contact with personnel throughout the Department and the public. He or she must be able to address division-related issues and questions from all requestors, both within and outside Caltrans including other State and Federal agencies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods of time using a keyboard, mouse and video display terminal or while attending meetings. Must have the ability to maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and reasoning.

Must be able to work in a team environment. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must have a positive and friendly attitude and a willingness to learn. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

Must be able to effectively communicate in English and may be required to make presentations, lead and facilitate meetings, and serve on committees and special project teams. Must be able to sustain the mental acuity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

Must be able to handle multiple tasks, while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies and procedures. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. Must be able to organize and prioritize large volumes of technical documents and/or software inventories.

Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting under artificial lighting. The incumbent performs assigned tasks in a work environment having sufficient light, reasonable noise levels, and climate-controlled. DES houses employees in cubicles supplied with PC's and other tools. Employee may be required to travel to other satellite offices for training and/or meetings.

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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