

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE <b>Analyst II</b>	OFFICE/BRANCH/SECTION <b>DES/Structures &amp; Engineering Services/Executive Management</b>	
WORKING TITLE <b>Analyst II</b>	POSITION NUMBER <b>559-220-5393-xxx</b>	REVISION DATE <b>01/14/2026</b>

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 Deputy Division Chief of Structures & Engineering Services (SES), a Principal Bridge Engineer, the Analyst II performs leadership-oriented, varied, and complex analytical duties to support the Division and inform decision-making. Responsibilities include preparing, managing, and coordinating project schedules and resource requests; overseeing and tracking purchase and training requests; and managing contract task orders to ensure timely execution. Develops, maintains, and analyzes project status databases and tracking tools to support accurate reporting and resource management. Manages the subdivision's training and rotational programs to ensure alignment with Division requirements and staff development goals. Provides technical and administrative support to the SES Deputy Division Chief, including the preparation, review, and refinement of division policies, memoranda, and reports. Conducts in-depth analysis to ensure consistency with program objectives and strategic planning goals. Develops systems to monitor timelines, track deliverables, and evaluate program performance including data capture, processing, evaluation and analysis. Reviews and edits subdivision documents for clarity, regulatory compliance, and alignment with organizational standards. Manages SES subdivision email accounts and organizes project folders for both active and archived efforts. Maintains and updates SES subdivision websites, ensuring timely communication of current policies and initiatives. Performs document remediation for ADA compliance and ensures all communications meet established correspondence protocols and style guides. Collaborates with the SES Quality Management Representative (QMR) to gather and analyze data related to Quality Management System activities, including internal audits, stakeholder feedback, and Key Performance Indicators (KPIs). Leads the review and maintenance of the SES Quality Management Plan (QMP), ensures document control practices are upheld, and recommends process improvements. Independently manages special projects requiring executive-level coordination, working closely with internal and external stakeholders to support strategic initiatives and continuous improvement efforts. Performs other duties consistent with the Analyst II classification as assigned.

**CORE COMPETENCIES:**

As an Analyst II, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, 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. (Prosperity, Employee Excellence - Collaboration, 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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, 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, 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, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)

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- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% E	Perform leadership-oriented, varied, and complex analytical duties to inform the Division and stakeholders on various items including, but not limited to preparing, managing, and coordinating of project schedules and resource requests; performing contract task order tracking to ensure timeframes and budgets are met. Coordination, management; overseeing and tracking of purchase and training requests; developing, reviewing, editing, and analyzing existing project delivery status. Prepares detailed reports, data and issue analyses, and response documents, offering recommendations based on data-driven findings. Leads and manages special projects independently, collaborating with internal and external stakeholders across multiple levels to support strategic planning and continuous improvement initiatives. Manages the subdivision's training and rotational programs to adhere to the Division's requirements. Responsible for developing databases and tracking tools; maintaining SES subdivision websites; manage the overall function of the SES email and organizes project folders for active and inactive projects.
25% E	Conducts complex technical and analytical staff work in support of the SES Deputy Division Chief, including the evaluation, development, and refinement of division policies, memoranda, and reports. Conducts program and policy reviews to ensure consistency with strategic objectives and regulatory requirements, providing recommendations to improve operational efficiency and effectiveness. Develops and implements systems to monitor project timelines, track deliverables, and assess performance metrics across multiple program areas. Reviews and revises subdivision documents to ensure clarity, consistency, and compliance with departmental standards and style guides. Provides consultative services to management regarding written communications and policy alignment, ensuring materials are accurate, effective, and appropriate for internal and external stakeholders. Ensures ADA compliance through document remediation. Coordinates with the DES webmaster to maintain and update SES intranet and internet content, ensuring timely and accurate reflection of current policies, initiatives, and program updates. Engages in continuous improvement initiatives by identifying gaps, proposing solutions, and supporting implementation efforts across the subdivision.
20% E	Work with the SES Quality Management Representative (QMR) in gathering and analyzing data regarding Quality Management System activities. Independently works as a project leader with internal and external stakeholders at various levels and possibly competing goals to develop, review, and track all activities that necessitate executive-level approval. This includes continually analyzes all processes, drafts proposals for improvements and engages with stakeholders to implement improvements with internal audits, collecting and managing Key Performance Indicators (KPIs), collecting stakeholder feedback, updating, and maintaining the SES Quality Management Plan (QMP) and ensuring document control within the subdivision.
10% E	Manage and inventory all equipment assigned to SES staff. Support staff's cell phones, laptop computers, monitors, printers, and accessories to ensure timeliness and consistency with departmental policy and procedures, stays updated on changes to processes, and makes necessary corrections as needed. SES staff can work from both the office and remotely ensuring timeliness and consistency with departmental policy and procedures, stays updated on changes to processes, and makes necessary corrections as needed. Responsible for documentation transition from paper base to electronic file base creating and streamlining workflows, programs, and processes and develops comprehensive reports, ensuring accordance with all administrative policies. Coordinate with building management for timely mail distribution, handling interoffice mail, mailing travel expense checks and maintains communication; independently checks on the status of pending items and materials; develops and submits requests within the required timeframe and approval needs; reviews and analyzes requests to ensure they are complete and in compliance with Departmental requirements before processing.

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10%	E	Serve as the Training Coordinator for the SES Subdivision. Disseminate training information and help coordinate the SES training program. Responsibilities may include but are not limited to: analyzing SES' training needs, communicate with SES Office Chiefs and Branch Chiefs regarding training plans; monitor and track progress in completing the Annual Training Plan; monitor, track on mandatory training. Conduct ongoing analysis of mandated training needs, training expenses, and anticipated training travel expenses to compare against annual training budget. Review and analyze training expenditures for accuracy. Prepare, track, monitor, and evaluate the progress and completion of those assignments for each rotation assignment with Office Chiefs and Branch Chiefs. Maintain communication; record accurate meeting minutes and notes, as appropriate; independently check the status of pending items and materials and gathers information.
5%	M	Work with SES Deputy Division Chief and SES Office Chiefs to process all meeting requests as they arrive, providing confirmation of attendance, meeting forms with date, time, place, subject, and attendees at meetings; and advises of cancellations. Provides an itinerary of the SES Deputy Division Chief's day activities and scheduled meetings. Maintains communication so that the SES Deputy Division Chief and SES Office Chief are notified of all changes to the schedule and provides all necessary documents and briefing memos prior to meetings. Records accurate meeting minutes and notes, as appropriate. Ensures meeting conference rooms are available for the date and time and are prepared/set-up to present in a professional manner. Attends regular staff meetings to take notes and summarize information into minutes and relevant action items. Performs other work commensurate with the Analyst II as assigned.

<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 does serve as lead analyst over numerous critical programs and provides guidance to clerical staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a good understanding of Caltrans functions and organization in addition to related policies and procedures of the Department and DES. Must also have a clear understanding of the principles and practices of editing and technical report writing. Experience in departmental resource database/systems is desirable.

- Knowledge of current business administration practices including personnel and fiscal management, purchasing, safety, organization, training, modern office methods, forms and equipment. Must demonstrate the ability to accurately analyze situations, research, utilize problem-solving techniques, and propose possible solutions when issues arise.
- Must have strong written and verbal communication skills and be willing to lead other staff while retaining responsibility for decisions made in distribution of workload and methods used to meet project requirements. Must be able to work in a team environment with attention to detail, and a commitment to provide quality customer service. Must possess sound judgment and professionalism, strong organizational skills, and the ability to work under pressure with diverse groups of people.
- Employee must have the ability to work independently and effectively coordinate with various levels of management and staff, both in person, through video conferencing, and through telephone communication. Must demonstrate the ability to accurately analyze situations, research and utilize problem-solving techniques, and prepare concise written and/or verbal responses to complex issues, and adopt and implement an effective course of action.
- Employee must be able to collect, develop, categorize, maintain, analyze, synthesize, and summarize information, and to write clear concise correspondence, reports, and technical analysis. Must be open and receptive to new or different ideas or opinions and have the capacity for creative thinking, evaluation, and diplomatic problem solving and consensus building.
- Knowledge of and ability to use personal computer equipped with e-mail (Microsoft Outlook), word processing and spreadsheet software including Microsoft Office Products (Word, Excel, Access and PowerPoint) and MSTEams are required.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The employee is responsible for providing effective, pertinent, and responsive administrative support and various reports to DES management. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of DES in meeting its goals, objectives and fiscal constraints. If the information is not timely and is incorrect, it can have a major impact on management decisions.

**PUBLIC AND INTERNAL CONTACTS**

The employee has frequent contact with all levels of staff within DES, other department programs, and districts. The employee must be able to address DES related issues and questions from all requesters, both within and outside the Department.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. The incumbent must be able to use fine manipulation and/or simple grasping during the course of the workday. Some walking may be required.

- Employee must be able to communicate effectively and may be required to make presentations, lead and facilitate meetings, and serve on committees and special project teams. The employee 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.
- Employee be able to handle multiple tasks, while regularly responding to e-mails and phone calls. This position requires the employee 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.
- Employee 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 deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent will value cultural diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

- While at base of operation, employee will work in a climate-controlled office under artificial lighting.
- Employee may telework to complete duties per hybrid telework agreements.
- Employee may be required to travel as necessary to meet with Districts, Local Agencies, consultants, and other entities and partners to effectively carry out the duties of the position.
- DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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