

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Business Operations/Security, Building Safety & Fleet Ops	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Fleet Operations and Compliance Analyst	2080-904-605-6280-XXX	

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general supervision of the Supervisor I, in the Security, Building Safety and Fleet Operations Branch under the Office of Business Operations, the Analyst II performs technical, analytical and staff administrative support activities that will assure the sound and safe usage of the District's Fleet equipment vehicles. The incumbent is responsible to advise and consult the District Equipment /Fleet Optimization Supervisor on the assignment, utilization, and disposal of all fleet assigned to District 4. Liaison for District Administration, Construction and Capital with District Equipment /Fleet Optimization Manager. Work with the District Administration, Construction and Capital to determine correct fleet distribution and composition. Prioritize department needs with the District Equipment /Fleet Optimization Manager to effectively and efficiently execute fleet assignments. The position represents District 4 Administration, Construction and Capital on equipment-related committees, meetings, and the District's Equipment Coordinators.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Equity, Employee Excellence - Collaboration, Equity, Innovation, 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Prosperity, 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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, Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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30%	E	The incumbent performs technical, analytical and staff administrative support activities that will assure the sound and safe usage of the District's Fleet equipment vehicles. Provide assessment of inventory that effectively correlates with workload. The assessment shall provide the minimum number of pieces of each type that are required to effectively accomplish total workload in the most economical and efficient manner possible. Review accidents, theft & vandalism reports of equipment. Review and prepare Local Requests for equipment modifications to departments fleet. Insure operational, budget and safety issues are addressed.
25%	E	The incumbent will work with the District Equipment Supervisor or Fleet Optimization Supervisor to ensure optimal fleet distribution and composition. Work with the District Equipment/Fleet Optimization Supervisor to identify the most cost-effective units to replace.
15%	E	As the District GPS Coordinator, responsible for the equipment GPS system, uses usage information to develop reports on utilization, assignment, and needs. These reports are then used to make recommendations for fleet optimization. Manages the equipment GPS system and analyzes usage information to develop reports on utilization, assignment, and needs. Makes recommendations for fleet optimization based on these reports. Supports the driver identification program by maintaining the database, issuing new and replacement driver ID keys, and updating the GPS vehicle database for assignment changes. Provides reports to District management on driver, vehicle usage, and location issues.
15%	E	The incumbent will act as the Lead person over the District Automotive Pool Management Program with 2 Analyst I. Responsibilities include ensuring that the District Automotive Pool Management Program Policies are being followed and proper records are properly maintained. The incumbent will report any issues to the Staff Services Manager I and develop solutions and innovative ideas to improve the operating efficiency of the department.
10%	E	The incumbent will oversee the District's Transit/Commute coordination and manage the District 4 Office Parking Coordination.
5%	M	The incumbent will be assigned a segment of the District's contracts for services related to District Automotive Pool Management Program Operations. Maintain standards for property 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.

<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 has lead level functions within the scope of the listed duties. Does not directly supervise staff, but provides leadership and direction.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have a thorough understanding of the Division of Maintenance operating procedures including but not limited to: highway and landscape maintenance operations, special crews functions and Division of Equipment operations. Knowledge of equipment characteristics, capabilities, limitations and maintenance service and support requirements are essential in effectively optimizing the Maintenance Fleet. Incumbent must be proficient in working with Fleet Anywhere asset management database, Smart Sheet, Equipment Budget Request (EBR) change system, CarTags and various Microsoft Office computer programs, in order to develop, produce and analyze reports, identify opportunities for improvement, recognize potential and existing problems and make recommendations for solutions. Incumbent must possess and display leadership ability to generate support for all aspects of equipment management throughout the Department. Knowledge of principles of employee supervision and development, and the administration of the Department goals and vision.

Must have knowledge of State law, applicable Federal regulations and the policies, procedures and applicable regulations of the Department and control agencies, such as Department of General Services, Department of Finance and the Legislative Analyst Office; State Capital Outlay and Department budget processes as they relate to laws, rules, policies and practices related to facilities operations and planning programs utilized by the State. 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 operations. 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.

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Must have the ability to: reason logically and creatively and must possess excellent interpersonal communications and ability to utilize analytical techniques, 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, utilizing a variety of analytical techniques in resolving many building security, administrative and facilities problems within the District with limited supervision. The incumbent will be involved in continuous administrative problem solving associated with preparing and presenting recommendations to District and Department Management for sensitive issues and projects.

**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 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 Monday to Friday, 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.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE