

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	D52/Right of Way and Land Surveys, Office of Right of Way	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Utilities and Railroads Coordinator	913-400-5393-036	01/20/2026

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

**GENERAL STATEMENT:**

Under the general direction of the Office of Right of Way Utility Relocation and Railroad Coordination Chief, a Supervising Right of Way Agent, the Analyst II provides staff assistance to the Office of Utility Relocation and Railroad Coordination and District and regional offices of Right of Way for all matters concerning utility relocation and railroad coordination. The Analyst II assists the Office of Right of Way Utility Relocation and Railroad Coordination with analyzing and processing railroad agreements and invoices, ensuring the invoices are accurate and submitted in a timely fashion. Additionally, the Analyst II will help provide support work for early utility relocation projects prior to environmental review. The incumbent will need familiarity with the AMS Advantage accounting system or to have a general understanding of the process of tracking payments, encumbrances, and contracts.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Prosperity, Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, 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, Employee Excellence - People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Prosperity, Employee Excellence - Collaboration)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Equity, Prosperity, Employee Excellence - Pride, Stewardship)

**TYPICAL DUTIES:**

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

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35%	E	In primary support of the Office of Utility Relocation and Railroad Coordination, analyze and process railroad agreements and invoices. Proofread invoices to make sure the information is accurate and the invoice is completed using proper procedures. Communicate effectively with internal and external stakeholders such as District Railroad Coordinators, Railroad company representatives, and HQ Railroad liaisons. Works in a time-sensitive, mission critical environment in support of right of way activities. The Analyst II should have the capacity to work independently at times under the purview of a Senior Right of Way Agent.
30%	E	Advanced knowledge of the Advantage system for processing payments and other Advantage-related activities. Familiarity with tracking payments, encumbrances, and contracts. Must be organized and have the ability to track invoices submitted by third parties and follow up when appropriate. Handle financial information in an ethical, responsible, and confidential manner. Ensures that payment packages are accurate and submitted to accounting timely and accurately. Must have the ability to review, execute, track and disencumber contracts upon recommendation by the Senior and approved by the Office Chief. Research, compile, coordinate, and analyze data to assist, document, evaluate, and improve upon existing processes and procedures. Works in a time-sensitive, mission critical environment in support of right of way activities.
15%	E	Utilizes project management skills to assist in identifying milestones, preparing timelines, and appropriately planning and addressing deliverable dates related to both utility relocation and railroad coordination. May assist in the coordination, preparation, facilitation, and reporting of meetings and other activities, that may include reserving conference rooms, scheduling and obtaining equipment (projectors, sound systems, teleconference connections, etc.), preparation and dispersal of meeting materials, and facilitating travel arrangements. May scan documents and files on the intranet server. May track and report mandatory training compliance. The Analyst II should have the capacity to work independently at times under the purview of a Senior Right of Way Agent.
15%	E	Perform independent work on special projects that may include: conducting research, writing reports, making recommendations, directing public phone inquiries and coordinating employee recognition. May provide backup support in the distribution of payroll, Travel Expense Claim (TEC), monthly light rail passes, and individual light rail tickets. May assist seniors in mail merge documents and mailing to external stakeholders. Additional duties include effective time management and maintaining current and consistent processes to support project delivery work flow efficiencies.
5%	M	In support of the Utility Relocation branch, assist in the effort to relocate facilities in earlier project phases. Some advanced knowledge in utilities, project milestones, and the different contracts used to fund various processes. With Buy America and the Middle Mile Broadband Network efforts, the Analyst II will need to be able to internalize a changing environment and support internal and external partners in implementing these initiatives. Communicate and collaborate with local agencies to ensure federal guidelines are being followed and that projects remain compliant and do not risk federal ineligibility. Familiarity with remediation process and programs. The incumbent will need to be organized, capable of tracking deadlines on their own, and be flexible in their ability to juggle multiple tasks at one time and able to prioritize accordingly. Familiarity with WebEx, Microsoft Teams, and Microsoft Word for efficient collaboration with internal and external partners is a desired quality.

<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**

Does not supervise staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Principles and modern methods of public and business administration including organization, fiscal, training and administrative analysis; principles and practices of general business management; budgetary procedures and purchasing; principles of accident prevention and safety practices; modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation.

Ability to: Analyze administrative 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; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; estimate and budget for future needs; analyze data and present ideas and information effectively; demonstrate capacity for assuming increasing administrative responsibility.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The position requires frequent interaction with right of way staff, Legal staff, Design staff, California Transportation Commission (CTC) staff and others. Interaction can occur at all levels, from management to clerical staff, representing internal functional units and other agencies (public and private). It is imperative that the incumbent establishes and maintains effective working relationships with those he/she is in communication. Excellent verbal and written skills are of primary importance.

**PUBLIC AND INTERNAL CONTACTS**

The position requires frequent interaction with Right of Way staff, Legal staff, Design staff, CTC staff and others. Interaction can occur at all levels, from management to clerical staff, representing internal functional units and other agencies (public and private). It is imperative that the incumbent establishes and maintains effective working relationships with those he/she is in communication. Excellent verbal and written skills are of primary importance.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

**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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE