

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION ORCP/Federal & Fiscal Management Oversight Branch	
WORKING TITLE Fund Specialist	POSITION NUMBER 900-074-5393-XXX	REVISION DATE 02/17/2026

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

GENERAL STATEMENT:

Under direction of the Supervisor I in the Office of Regional and Community Planning (ORCP), the Analyst II is responsible for maintaining and implementing policies related to the Consolidated Planning Grant (CPG), the State Rural Planning Assistance (RPA), and Sustainable Transportation Planning Grant funds. The incumbent monitors authorizations, allocations, encumbrances, and expenditures on a statewide basis. The incumbent serves as a liaison between OCRP and various entities, including the Division of Procurement and Contracts (DPAC), Accounting, Budgets, the Office of Federal Resources (OFR), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Additionally, the incumbent provides technical assistance to the Department's Divisions, and Districts.

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 - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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 - Integrity)
- **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. (Employee Excellence - Collaboration, Integrity)
- **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. (Employee Excellence - Integrity)
- **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 - Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration, Innovation, People First)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

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50%	E	In this journey level role, the incumbent will analyze and compile information from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for California to prepare annual allocations for Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). Ensure timely programming of funds into their Overall Work Programs (OWPs). Oversee the Community Planning Grant (CPG), Regional Planning Assistance (RPA), and Sustainable Transportation Planning Grant funds for MPOs, RTPAs, and Restricted Grant Agreements (RGAs) for non-MPOs/RTPAs. Responsibilities include reviewing RGA packages for accuracy and coordinating contract amendments. Set up project IDs and contracts in Caltran's and FHWA's accounting systems, and set up financial tracking logs. Additionally, manage the distribution of pass-through funds, track allocations and expenditures, review funds for OWP amendments, and verify contractual agreements are met and invoice packages are accurate before processing reimbursements, adheres to processing deadlines, and runs monthly expenditure reports to analyze trends. Collaborate with various divisions to resolve issues and create guidance, training materials, presentations, and forms for staff and grantees as necessary.
45%	E	Coordinates with the Office of Federal Resources (OFR) for the review and approval of annual federal obligations and updates. Coordinates with Districts and MPOs/RTPAs/RGAs to gather justification for inactive projects. Monitor and generate monthly expenditure reports for management, create necessary expenditure adjustments, dis-encumbrances, project deactivation, and Final Vouchers upon project completion. Analyze agency expenditures using dashboards and reports, collaborating with management to identify issues and make recommendations. Track annual Toll Credit usage for the Division of Federal Resources and FHWA. Conduct annual audits of invoice reimbursements using a risk-based approach. Coordinates with HQ Regional Planning staff and District Contract Managers for the annual financial reconciliation of all MPOs and RTPAs. Provide training/presentations to HQ Regional Planning staff, District staff, and all agencies to ensure compliance.
5%	M	Assist other ORCP staff with general administrative duties. This may include general note taking at key meetings, assist during the preparation of key regional planning meetings or training activities. Perform other job-related duties within the scope of the classification as assigned.

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

The Analyst does not supervise but may act as lead over other analysts or students. Receives direction and supervision from the Federal & Fiscal Management Branch Chief in the Office of Regional and Community Planning. Occasionally receives direction from other Branch Chiefs (i.e., Grant Management, Regional Coordination, Audits and Third Party Contracts, and Local Development Review)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and understanding of general business management principles and practices. Strong knowledge of the department's contracting and records management process and policies, databases, Excel, Smartsheet, and information and word-processing systems.

Knowledge and understanding of: Department resource procedures, current Departmental policies, organizational programs and practices in strategic, operations, and business plans.

Ability to recognize and understand evolving issues; gather, analyze and present data; reason logically and creatively; identify trends; recommend pragmatic courses of action; work proactively and cooperatively with others, independently, as a team member or a team leader; prioritize competing assignments, quickly provide completed staff work; consult and advise managers and make determinations, and resolve problems.

Ability to be customer service focused, initiate effective partnerships and work cooperatively with federal, State, regional and local agencies, Caltrans districts and other Programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The analyst is instrumental in the planning, development, and implementation of various analytical tasks. Recommendations and decisions made by this position to Directorate and Agency management directly impact the budgets and programs to the Department, local, regional, State and federal agencies. The position has responsibility to ensure that general business management principles and practices are carried out, and implemented in accordance with the Department's mission and federal and State laws. Errors could result in loss of credibility with federal, State and local agencies with which Department interacts. Failure could result in increased and inadequate use of program funding, potential loss of that funding, and project delays.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff throughout the Department, and with representatives of local, regional, State

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and federal agencies, and may also interact with non-agency public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers.

WORK ENVIRONMENT

The incumbent works in a fluorescent-lighted, climate-controlled, office environment. The incumbent must operate usual office equipment.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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
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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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