

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION DES/ADMIN/OBM/CMSB	
WORKING TITLE Administrative Contract Analyst	POSITION NUMBER 559-045-5393-061	REVISION DATE 03/03/2026

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 Chief, Contract Management Support Branch, Supervisor I , the incumbent is a staff specialist responsible for processing contracts, allocating and monitoring Division of Engineering Services (DES) resources as they relate to contracts to ensure that DES stays within resources allocated such as reviewing invoices and resolving issues related to invoices for assigned contracts. Duties include, but are not limited to, the following:

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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Employee Excellence - Equity, 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, Innovation, Integrity, 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, Employee Excellence - Integrity, 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, Innovation, Integrity, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, 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. (Employee Excellence - Collaboration, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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 - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Assist with the processing and development of procurements, contracts and engineering scopes of services; review and process A&E, IT, Non-IT Service contract requests (ADM360) packages such as A&E schedule, scope of work, conflict of interest, and contract manager training. Assists the Contract Managers with developing and processing new contracts or amendments to the Division of Procurement and Contracts. Ensure that the necessary documents are complete and accurate for package completeness. Acts as a liaison between DES Contract Managers and the other Divisions such as DPAC, Accounting, and other HQ Divisions. Under the guidance of the Branch Chief, analyst is responsible for the development of procedures and guidelines for the Branch. Assists in contract tracking database to ensure accuracy.
35%	E	Responsible for tracking Architecture and Engineering (A&E), IT Service, and Service Contracts expenditures and allocations. Responsible for reviewing invoices, preparing invoice payments and resolving issues related to invoices for assigned contracts. Provides detailed reports to the Branch Chief, the Contract Managers, and the Capital Outlay Support Program, detailing contract funds, project progress, payments, and other pertinent data needed in administering consultant contracts. Responsible for analyzing and informing the Branch Chief, Contract Managers, and Consultants of potential problems so corrective action can be taken. Provides quality control over assignments to ensure compliance with departmental policies and procedures. Responsible for on-the-job training to other administrative staff within the Branch. Must be able to navigate through and work proficiently through the Department's and Unit's databases and Microsoft Excel for various contract needs.
20%	E	Reviews invoices and resolves issues related to invoices for assigned contracts; assures that all personnel, labor rates, and costs are within the State contracts and task order allowance. Enters and edits data in the Department's Financial System and internal database. Write dispute letters to the consultant as needed. Ensures the development, accuracy, and correctness of task orders for assigned contracts. Able to review and manage contract encumbrances periodically. Able to update the payment status on Unit's database to ensure payments are completed in accordance with the Prompt Payment Act.
5%	M	Assists the Branch Chief and DES Contract Managers and other in-house staff in the various activities performed by Caltrans to secure and maintain consultant service contracts.

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

None, but may act as lead over branch staffs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The employee serves as a journey-level Administrative Contract Analyst. The employee must have extensive knowledge of contracting-out process and the related Government Codes and authorities. The employee must have basic Accounting skills and attention to details. Employee must have strong analytical abilities to read, interpret, monitor, analyze, and provide reports for consultant contracts as they relate to consultant payments, invoicing, and minority utilization. The employee must be able to understand and assist in the development and processing of DES consultant contracts; be familiar with Caltrans contracting process (SCM); have the ability to understand, develop and maintain certain data and reports needed for contract administration; and be able to speak and write effectively. Have familiarity with personal computers, word processing, spreadsheets, and database operations. Must possess the ability to develop and maintain complex spreadsheets.

Requires the employee to maintain consistent and regular attendance; communicate effectively (orally and in writing), complete assignments in a timely and efficient manner and adhere to departmental policies. Experience in using accounting databases. FileMaker Pro or CGI Advantage is a plus.

Must be able to analyze situations and problems that occur from contract billings, consultant requests, Contract Managers, Headquarters, and other staff. Must possess the ability to review and/or interpretation of cost proposals, consultant invoices, and consultant requests. Must be able to navigate through and work proficiently in Excel and Department's and Unit's databases.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee will assist in training and/or independently train other administrative staff in the Branch. May represent the Branch Chief at his/her request. Responsible for the monitoring of assigned contracts; update Contract Managers on contract status, minority use, invoice payment status, and other requirements for assigned contracts. Errors could result in problems with State and Federal audits thereby jeopardizing contract funding.

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PUBLIC AND INTERNAL CONTACTS

Will be in personal contact with the outside engineering consultants, professional personnel from DES, Headquarters personnel, and other staff as required. Will act as primary support to State's Contract Managers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required. Ability to work in the telework and in-office setting.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

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. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves 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.

The incumbent must possess the ability to formulate effective strategies consistent with the DES business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. 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. Employee may be required to travel for meetings outside their normal work environment.

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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

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