



CALIFORNIA TRANSPORTATION COMMISSION

Proposed DUTY STATEMENT

Classification Title: Analyst III		
Working Title Program Analyst	Position Number XXX-XX-XXX	Effective Date May 2026

The California Transportation Commission (Commission) is an independent public agency dedicated to investing in transportation that improves communities, the environment, and the economy.

The Commission is responsible for programming and allocating funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California. The Commission also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies for California's transportation programs. The Commission is also an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

GENERAL STATEMENT

Under the general direction of the Manager II (Associate Deputy Director), the incumbent performs highly complex and sensitive assignments, including specialized program and policy work that requires a high degree of professional judgment and discretion. The incumbent supports the development, evaluation, administration, and monitoring of policies, procedures, and funding programs for the Commission and assists in evaluating current and emerging issues for Commission action.

Assignments are often not fully defined and require the incumbent to identify issues, evaluate multiple interrelated factors, and develop recommendations with program-level impact. The incumbent independently leads and coordinates program activities and may direct the work of staff and partner agencies related to assigned program areas.

The position requires in-depth knowledge of the Commission's operations and organizational structure and involves frequent contact with high-level local, state, and federal agencies, elected officials, the State Legislature, external entities, vendors, and members of the public to consult, coordinate, influence, and resolve complex or sensitive issues. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned duties. All work is performed in accordance with Commission policies and applicable state and federal requirements.

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TYPICAL DUTIES

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

45% (E) – Programming and Allocating Funding

Provide support for Commission-administered funding programs, including but not limited to:

- Interpret, apply, and exercise independent judgment in adapting statutes, regulations, policies, and statewide program guidelines to ensure compliance and consistency with state and federal requirements.
- Summarize programming requests, address policy issues raised by each proposal, for presentation at public hearings; respond to requests from and interpret program guidelines for recipient agencies to ensure compliance with program guidelines and state and federal law.
- Plan, organize, and conduct virtual and in-person project site visits with local and regional transportation agencies; provide technical assistance; coordinate with stakeholders; and offer input on project readiness, eligibility, and programming considerations consistent with Commission guidelines.
- Independently research and gather data from state, federal, and program sources to prepare special reports, executive level presentations, correspondence, briefing documents, and spreadsheets requested by management.
- Analyze complex program data to evaluate trends, assess project proposals, and develop insights to inform recommendations.
- Plan, organize, and conduct workshops with stakeholders to gather feedback on program guidelines, policies, and procedures. This includes organizing meetings and preparing meeting agendas and materials.
- Conduct analysis and review of programming proposals from agencies, applying established criteria while exercising professional judgment where guidance is not prescriptive.
- Compile, analyze, and present program data, including trends, performance measures, and program composition for distribution to Stakeholders, to support decision-making.
- Assist management with evaluation of overall program performance including annual reporting to the Legislature.
- Provide feedback to agencies, including Executive Directors and Project Managers, on programming requests and recommended changes to support improved alignment and future programming efforts.
- Respond to issues raised by local governments, regional agencies, State Controller's Office, Caltrans, or other interested parties.
- Track Commission actions and assist in monitoring program delivery and performance outcomes.

20% (M) – Budget and Fiscal Analysis

- Participate in the development of methodologies for estimating transportation revenues available in current and future years.
- Review and analyze the Department of Transportation’s Fund Estimates, budget proposals, and allocation capacity recommendations to assess fiscal impacts and inform program decisions.
- Plan, organize, and lead special projects involving research, data analysis, risk assessment, and the development of recommendations related to funding, program delivery, and fiscal constraints.
- Provide analytical support for communications, publications, and stakeholder engagement activities related to funding, program implementation, and fiscal issues.

20% (M) – Legislation and Coordination

- Analyze legislative proposals and policy issues impacting the State Transportation System, with a focus on measures affecting transportation funding, funding programs, and the Commission’s allocation of funds, including evaluation of fiscal, programmatic, and implementation impacts.
- Research and analyze transportation revenue estimates, program allocations, and legislative policy recommendations to support Commission decision making.
- Provide analytical support for communications, publications, and stakeholder engagement activities, including responding to media inquiries, developing written materials, and supporting social and web-based outreach efforts. Plan, organize, and direct special projects involving research, data collection, risk analysis, and development of recommendations; coordinate with internal and external stakeholders and provide support for workgroups and interagency efforts.

20% (M) – Statewide Multi-Modal Transportation Planning

- Develop and recommend Commission policies related to statewide transportation planning guidelines and/or procedures for regional transportation plans.
- Review and analyze regional and statewide transportation plans, including the California Transportation Plan, Sustainable Freight Plan, and Interregional Transportation Strategic Plan, and prepare comments and recommendations for Commission consideration.
- Research and evaluate planning policies, program priorities, and implementation strategies to assess consistency with Commission policies and statutory requirements.
- Participate in and coordinate with interagency planning workgroups and committees to represent Commission policies and priorities and support alignment across planning and programming efforts.

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- Plan, organize, and lead special projects related to statewide planning efforts, including data collection, analysis and stakeholder coordination.

5% (M) – Additional Responsibilities

- Perform administrative and support functions as needed.
- Provide back-up support for other administrative staff, as needed, and other duties assigned not described above, but within the range of knowledge and abilities expected of a Analyst III.

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

This position does not supervise staff; however, the incumbent may act in a lead capacity by coordinating work efforts and providing guidance to staff at an advanced journey level across functional areas.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions which effect the transportation field; ability to work collaboratively with coworkers; ability to effectively work on multiple programs simultaneously and shift priorities to meet deadlines; ability to inspire the confidence of others; strong organizational, time management, decision making and research skills; ability to work independently and be flexible; knowledge of federal and state regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs and policies.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders. The incumbent will also communicate regularly with other state agencies, the general public, and outside vendors and contractors.

WORK ENVIRONMENT

This position involves teleworking and reporting to the office as needed and/or required. The incumbent is required to comply with telework agreement policies and procedures.

While at their base of operations, the incumbent will work in a climate-controlled office setting of mixed hard-walled and modular furniture design. The primary workspace is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

Travel: Travel to meetings and hearings may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent may be required to sit for long periods of time using a keyboard and video display terminal to review and access information.

Mental: The incumbent must have the ability to multitask, adapt to changes in priority and focus for long periods of time. Must be able to organize and prioritize work assignments.

Emotional: The incumbent must have the ability to develop and maintain cooperative working relationships and respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation.

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.

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Employee's Name

Employee's Signature

Date

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

Supervisor's Name

Supervisor's Signature

Date

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