

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION Business Operations/Administrative Services	
WORKING TITLE Records & Administrative Compliance Analyst	POSITION NUMBER 904-051-5157-XXX	REVISION DATE 04/14/2026

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

GENERAL STATEMENT:

Under the direction of the Supervisor I (Branch Chief), the Analyst I provides analytical and administrative support for the Administrative Services Branch by assisting with records-management functions, including maintaining the District's records-retention schedule, preparing documentation, and coordinating secure-destruction activities such as confidential shredding and related purchasing needs. The incumbent supports the Conflict of Interest and Form 700 program by maintaining filer lists, monitoring submission status, preparing routine communications, tracking Ethics Training completion, and assisting staff with filing questions. As the District 4 CEFS Forms and Manuals Coordinator, the incumbent updates and distributes forms and manuals, maintains inventory, and responds to inquiries regarding proper use. The Analyst I also supports contract administration by assisting with scopes of work, document preparation, expenditure tracking, invoice processing, file maintenance, procurement documentation, and processing renewals or amendments. The incumbent performs special projects and other duties as assigned to support efficient and effective branch operations. This position may rotate.

CORE COMPETENCIES:

As an Analyst I, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	The incumbent supports the District's archives management program by assisting in the identification, organization, and preservation of records with long-term administrative, legal, or historical value. The incumbent helps conduct archival reviews to determine which materials should be retained permanently or transferred to approved archival storage, ensures archival records are stored in accordance with established preservation and environmental standards, and maintains inventories and finding aids to support retrieval and access. The incumbent coordinates with program staff to collect archival materials, prepares boxes and documentation for transfer to the State Records Center or State Archives as required, and responds to routine staff inquiries regarding access to archived records. The incumbent ensures archival activities are documented and performed in alignment with departmental policies, retention authorities, and statewide archival guidelines.
30%	E	The incumbent oversees the development, implementation, and maintenance of the District's records-retention schedule by working with program managers to identify, classify, and assign appropriate retention periods for electronic and physical records in accordance with Departmental, State, and federal requirements. The incumbent maintains authoritative retention documentation and provides guidance to staff on proper records-management practices, including storage, retention, disposition, and documentation standards. As part of the District's secure-destruction program, the incumbent manages and authorizes confidential records shredding, coordinates and oversees contract confidential-shredding services, approves destruction logs, and ensures that sensitive and legally protected materials are handled and destroyed in full compliance with security and privacy requirements. The incumbent also serves as the District's approving official for the purchase, replacement, or expansion of shredding equipment, evaluating operational needs and authorizing procurement of shredders that meet required confidentiality and security standards, while ensuring all retention and destruction activities remain documented, auditable, and compliant with Department policies and legal obligations.
15%	E	The incumbent serves as the lead analyst for the District's annual Conflict of Interest (COI) and Form 700 filing process, providing comprehensive oversight of planning, coordination, and implementation of the full filing cycle to ensure compliance with Fair Political Practices Commission (FPPC) regulations and departmental policies. The incumbent maintains accurate, up-to-date records of designated filers; monitors submission status; develops tracking tools, communication templates, and workflow improvements; and provides direction to the Analyst I, who conducts routine follow-up and compliance outreach. As the primary subject-matter resource for COI-related inquiries, the incumbent provides authoritative guidance on filing requirements, procedures, and deadlines, and elevates complex or sensitive matters to the AGPA or appropriate legal or ethics staff as needed. The incumbent also ensures that all required Ethics Training is completed and documented in accordance with state and departmental mandates, coordinating with staff and program areas as necessary to ensure timely compliance. Additional responsibilities include preparing management-level reports, dashboards, compliance summaries, and audit-ready documentation; validating filer lists in coordination with Human Resources, Legal, and program staff; resolving discrepancies; and maintaining a consistent, compliant, and well-documented COI/Form 700 process for the District.
10%	E	Provides analytical and administrative support for the preparation, monitoring, and maintenance of service contracts within the Administrative Services Branch. Assists in developing contract documents, scopes of work, and justifications in collaboration with program staff. Tracks contract expenditures and encumbrances using approved financial tracking tools or systems, reviews and processes invoices for accuracy, completeness, and compliance with contract terms, and coordinates with accounting and program staff to resolve discrepancies and ensure timely payment. Maintains organized and up-to-date contract files, including executed agreements, amendments, correspondence, and supporting documentation, in accordance with departmental records retention policies. Assists in monitoring contract timelines and deliverables and supports the timely processing of renewals, extensions, and amendments. Ensures all procurement activities follow applicable state laws, departmental procedures, and control-agency requirements. Supports the development of procurement documentation such as purchase requests, bid justifications, and contract summaries. May assist in preparing reports or summaries for management review.
5%	M	Provide support for special projects or initiatives assigned by the Supervisor I or Branch Chief. Tasks may include preparing reports, assisting with internal audits, updating administrative procedures, and supporting sustainability and efficiency initiatives within the Administrative Services Branch. Perform other related duties as necessary to ensure effective and continuous support for branch operations.

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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 I does not have formal supervisory responsibilities. However, the incumbent may provide technical guidance and support to office staff, student assistants, or other team members on records management procedures, and administrative processes. The incumbent may also serve as a point of contact for staff seeking clarification on policies related to records retention, and conflict of interest reporting.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

Basic principles and practices of public administration, including personnel, budgeting, and management analysis.
State and departmental policies and procedures related to records management, procurement, and administrative operations.
Records retention schedules and legal requirements for document storage and destruction.
Office software applications, including Microsoft Excel, Word, Outlook, and database systems.

Ability to:

Analyze and interpret data, policies, and procedures to make sound recommendations.
Plan, organize, and prioritize multiple assignments to meet deadlines.
Communicate effectively both orally and in writing with staff, management, and external stakeholders.
Work independently and collaboratively in a team environment.
Maintain confidentiality and handle sensitive information with discretion.
Learn and apply new systems, software, and procedures quickly and accurately.

Analytical Requirements:

Evaluate records management processes for compliance and efficiency.
Track and monitor contract expenditures and deadlines to ensure timely processing.
Identify areas for improvement in administrative processes and recommend solutions.
Interpret and apply departmental policies related to telework and conflict of interest reporting.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions and recommendations within the scope of established policies, procedures, and guidelines. Accuracy, attention to detail, and sound judgment are essential in performing duties related to records management, contract tracking, and program coordination.

Errors in judgment or failure to follow procedures may result in:

Non-compliance with legal or departmental records retention requirements.
Mismanagement of contract documentation or expenditures, leading to audit findings or service disruptions.
Inaccurate tracking or reporting of Conflict of Interest filings or telework agreements, resulting in compliance issues.

The incumbent must exercise care and diligence to ensure the integrity and effectiveness of administrative operations and to support the overall mission of the Administrative Services Branch.

PUBLIC AND INTERNAL CONTACTS

Internal Contacts:

District staff at all levels, including analysts, supervisors, and managers, to provide guidance and support on records management, contract tracking, and administrative procedures.
Legal and Claims offices to coordinate timely document retrieval.
Administrative Services Branch staff to support program operations and ensure compliance with departmental policies.
Human Resources and program managers regarding Conflict of Interest filings and telework agreements.

External Contacts:

Vendors and service providers regarding contract documentation, invoicing, and service-related inquiries.
State Archive Center staff for coordination of records transfers and retrievals.
Statewide Telework Coordinator and other departmental contacts for program alignment and compliance.
Members of the public or external agencies when responding to requests, as appropriate.
These contacts require professionalism, clear communication, and the ability to explain policies and procedures effectively.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Ability to sit for extended periods while working at a computer or attending meetings.

Occasional walking, standing, bending, and lifting of files or boxes weighing up to 25 pounds, particularly when handling archived records.

Manual dexterity to operate standard office equipment such as computers, printers, scanners, and telephones.

Mental Requirements:

Ability to analyze and interpret data, policies, and procedures.

Capacity to manage multiple tasks and shifting priorities under tight deadlines.

Ability to maintain focus and attention to detail while performing repetitive or data-intensive tasks.

Emotional Requirements:

Ability to work independently and collaboratively in a team environment.

Maintain professionalism and composure when dealing with sensitive or confidential information, including legal documents.

Adaptability to changing priorities and the ability to respond constructively to feedback or unexpected challenges.

Maintain a positive and respectful attitude in interactions with coworkers, management, and external contacts.

WORK ENVIRONMENT

The incumbent primarily works in a standard office environment with artificial lighting and controlled temperature. The position involves prolonged periods of sitting and working at a computer workstation. The work requires frequent use of office equipment such as computers, printers, copiers, and telephones.

Occasional physical activity may be required, such as:

Retrieving or storing records in file rooms or archive storage areas.

Lifting and moving boxes of records weighing up to 25 pounds.

The position may also involve:

Occasional travel within the District for meetings or to access off-site storage facilities.

Participation in virtual meetings and use of collaboration tools.

Eligibility for telework or hybrid work schedules, in accordance with departmental policies and operational needs.

The work environment is fast-paced and may involve frequent interruptions, shifting priorities, and deadlines that require flexibility and adaptability.

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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