

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION D11/Construction Division Administration	
WORKING TITLE Construction Field/Administration Support Coordinator	POSITION NUMBER 911-516-5157-911	REVISION DATE 04/02/2026

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

**GENERAL STATEMENT:**

Under the supervision of a Senior Transportation Engineer, Caltrans (Construction Engineer), the Analyst I (Construction Field/Administration Support Coordinator) provides administrative and analytical support to the Construction Division. The incumbent gathers, compiles, and analyzes data, supports contract administration, property control, and telecommunication tracking, and coordinates routine program activities using established procedures. The position supports construction operations by ensuring accurate record-keeping, tracking, and documentation.

**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.

- **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. (Safety - Collaboration)
- **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. (Equity - Innovation)
- **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 - Collaboration)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity)
- **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, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity)

**TYPICAL DUTIES:**

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

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

25%	E	<p><b>ADMINISTRATIVE AND RECORDS</b></p> <p>Performs administrative support functions for Construction field and office operations to ensure timely and accurate processing of program activities by gathering, compiling, tabulating, and analyzing data. Maintains databases, tracking tools, and spreadsheets to ensure accuracy and completeness of information. Prepares correspondence, reports, status updates, and documentation using established formats to support program operations. Receives, tracks, and distributes incoming and outgoing mail and time-sensitive documents to ensure compliance with required deadlines. Maintains files, records, and contract documentation in accordance with established retention policies to ensure accessibility and audit readiness. Organizes office operations, including but not limited to, supplies, equipment, and documentation, to support efficient daily operations. Tracks contract milestones such as awards, approvals, proposed final estimates, and final closeout documentation and forwards required documentation to contractors in accordance with established procedures to support project delivery timelines.</p>
25%	E	<p><b>CONSTRUCTION PAYMENT PROCESSING</b></p> <p>Assists in preparing progress payment documentation, including extra work bills and estimates, to support timely contractor payments. Reviews calculations using established formulas and guidelines to ensure mathematical accuracy and completeness. Enters and updates payment data in applicable systems, such as the Construction Administration System (CAS), to ensure accurate recordkeeping. Ensures documentation is complete and properly formatted prior to supervisor review and approval.</p>
20%	E	<p><b>TELECOMMUNICATION AND DATA TRACKING</b></p> <p>Maintains logs and tracking records for telecommunication devices and services to ensure accurate inventory and usage monitoring. Reviews billing and usage data using established criteria to identify discrepancies for supervisor review. Compiles and analyzes data and prepares summaries to support monitoring of telecommunication expenditures and usage trends. Coordinates with staff and vendors to resolve routine telecommunication issues in accordance with established procedures. Updates tracking systems to ensure accurate reporting of equipment assignments and associated costs.</p>
15%	E	<p><b>CONTRACT AND PROCUREMENT</b></p> <p>Maintains contract records, including invoices, task orders, and supporting documentation, to ensure completeness and compliance with established requirements. Assists in reviewing data entries, timesheets, and billing information for accuracy and consistency with established guidelines. Tracks expenditures and prepares status summaries to support supervisor oversight of contract activities. Gathers vendor quotes and prepares procurement documentation in accordance with State purchasing procedures. Follows established State Administrative Manual (SAM), Department of Purchasing and Contracting policies (DPAC), contract delegation, and departmental policies when assisting with purchasing activities to ensure compliance. Maintains records of purchase orders, service requests, and Cal-Card transactions to support financial tracking and accountability.</p>
10%	E	<p><b>PROPERTY AND INVENTORY TRACKING</b></p> <p>Maintains inventory records for IT and non-IT equipment using established tracking systems to ensure accountability of State assets. Updates databases and spreadsheets to accurately reflect equipment status, location, and assignment. Conducts periodic inventory reviews using established procedures to verify asset accuracy and completeness. Prepares routine inventory reports to support compliance with departmental requirements. Tracks equipment usage and storage locations to ensure proper utilization and accountability. Completes required documentation for lost, damaged, or surplus equipment in accordance with established guidelines.</p>
5%	M	<p><b>OTHER RELATED RESPONSIBILITIES</b></p> <p>Performs backup administrative duties, including updating databases and maintaining organizational records. Provides support to claims, engineering, and administrative staff as directed to meet program needs. Participates in meetings, training sessions, and special assignments to support professional development and program operations. Serves as backup to other team members by assisting with assigned tasks or supporting administrative activities as needed to maintain continuity of operations.</p>

<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

N/A

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

#### KNOWLEDGE OF:

Basic principles, practices, and terminology of public and business administration, including recordkeeping, data tracking, and administrative support functions. Basic methods of data collection, organization, and reporting to support program activities. General understanding of contract documentation, procurement processes, and property control procedures. Applicable departmental policies, procedures, and guidelines related to construction administration support functions. Standard office practices and the use of common software applications, including word processing, spreadsheets, and database systems.

#### ABILITY TO:

Follow established procedures and apply guidelines to complete assigned tasks accurately and efficiently. Gather, compile, organize, and maintain data from multiple sources to support program operations. Review documents and data for completeness, accuracy, and consistency using established criteria. Prepare reports, summaries, and correspondence for supervisor review. Communicate effectively, both orally and in writing, with staff, vendors, and stakeholders. Establish and maintain effective working relationships with internal and external contacts. Manage multiple assignments and meet established deadlines in a structured work environment. Use computer systems and standard software applications to track, maintain, and report information.

#### ANALYTICAL REQUIREMENTS:

Perform analytical work by collecting, compiling, reviewing data related to construction administration, property control, telecommunication tracking, and contract support activities. Apply basic analytical techniques to identify discrepancies, organize information, and support routine evaluations, and provide preliminary findings or summaries for supervisor review. Use of independent judgment and discretion within assigned parameters and under supervision to interpret and apply statutes, regulations, and policies and procedures.

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#### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent performs assigned duties using established procedures, guidelines, and supervisory direction. The incumbent is responsible for ensuring the accuracy, completeness, and timeliness of assigned work products, including data tracking, record maintenance, and documentation supporting construction administration activities. The incumbent exercises basic judgment within clearly defined parameters to identify discrepancies, organize information, and support routine problem resolution. Decisions are generally limited to selecting and applying established methods and procedures, with questions or unusual issues referred to the supervisor for guidance and final determination. The consequence of error is typically limited to impacts on data accuracy, recordkeeping, or workflow efficiency within the unit. Errors may result in delays, the need for rework, or minor impacts on administrative processes.

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#### PUBLIC AND INTERNAL CONTACTS

The incumbent has regular contact with supervisors, unit staff, and other Caltrans employees to exchange information, obtain clarification, and support program activities related to construction administration, property control, and contract support functions. The incumbent communicates with vendors, contractors, and other external partners to request or provide information, coordinate documentation, and assist in resolving administrative issues in accordance with established procedures. Contacts are generally structured and guided, and interactions are conducted to gather, verify, and relay information. The incumbent is expected to maintain professional working relationships and communicate clearly and effectively while following established protocols and supervisory direction.

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#### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to perform work primarily in an office environment and must be able to stay stationary for extended periods while using a computer, keyboard, and standard office equipment. The incumbent must be able to review and process documents, spreadsheets, and reports, and discern details on electronic and printed materials. Occasional moving of files, boxes, or office equipment of moderate weight may be required. The position requires the ability to concentrate, organize, and prioritize multiple assignments within established timelines. The incumbent must be able to follow instructions, apply established procedures, and maintain attention to detail while performing routine to moderately complex tasks under supervision. The incumbent must be able to communicate effectively with staff, vendors, and stakeholders in a professional and courteous manner. The position requires the ability to work cooperatively as part of a team, respond appropriately to routine work-related challenges, and maintain a consistent and reliable work performance in a structured environment.

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#### WORK ENVIRONMENT

While at the base of operation, the incumbent works in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. The work environment includes constant interaction with a diverse group of customers and co-workers. Possession of a valid driver's license is required to operate a State-owned or leased vehicle.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE