

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 7/Maintenance East Region	
WORKING TITLE Region Abatement and Training Coordinator	POSITION NUMBER 907-640-5393-xxx	REVISION DATE 06/08/2026

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

GENERAL STATEMENT:

Under the general supervision of the Maintenance Manager I, the Caltrans Analyst II will perform a wide variety of analytical services. Recommends and participates in the development of the Region's budget, fiscal control and accounting. Conducts studies of organization and budgeting procedures. Assists the Maintenance Manager II (MMII), Maintenance Manager I (MMI), and the Region Safety Officer with specialized reports and data analysis. This position serves as the Region Abatement Coordinator and back-up Training Liaison. Other duties include tracking CSR(s), Incident reports and other region tracking needs. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Pride)
- **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. (Employee Excellence - 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. (Equity, Employee Excellence - Integrity, Pride)
- **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 - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Safety, Prosperity - Collaboration, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Collaboration, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation)

TYPICAL DUTIES:

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

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35%	E	Acts as Training Coordinator for the Region. Serves as liaison with District Training Coordinator, Headquarters Training, outside vendors and contractors. Reviews and processes training request to ensure compliance with departmental training policies and regulations. Develops and coordinates presentation of orientation training packages for field personnel. Prepares training guidelines for "on-the-job" training and trains field and office staff as needed. Monitors and determines employee training needs using the Learning Management System (LMS). Registers students, enters registrant data into LMS and submits to Headquarters for approval, and subsequently confirms attendance to ensure course credit. Makes travel arrangements (plane and/or car rentals) for employees and ensures that travel arrangements are confirmed. Reviews all region employee training for compliance of mandated training requirements. Ensures that employees licensing and training qualification/certifications are up-to-date in Staff Central. Provides training reports to management as necessary.
30%	E	Responsible for the monitoring of funds by gathering, maintaining, and analyzing facility expenditures and encumbrances related to current service agreement contracts and modifications to ensure amounts allocated are not exceeded. Will assist with payments on Purchase Orders and Receiving Records. Communicates with vendors, negotiates contract pricing, and resolves billing disputes and errors. Provides technical assistance and/or training to unit staff relating to expenditures, fund source monitoring, and related budget activities. Responsible for all facility purchases and ensures prompt payment to vendors which includes monthly VISA payment statements on Purchase Card Accounting and the Requisition System. Performs continuous budgetary control of appropriations and justify budget programs. Responsible for gathering data and providing reports monthly. Ensures invoices are accurate and billing amounts are correct. Interface with District Budget Office as needed. Prepares and process documents for service, repair, and supplies by utilizing Purchase Requests, Contract/Delegation Purchase Orders and receiving records for various expenditures. Responsible for preparing documents for Revolving Fund Checks as needed for emergency payments. Maintains a current fund balance of emergency/service contracts for Facilities Operations.
25%	E	Will create and/or modify data and comments on IMMS service requests, work orders associated with repairs to damaged state property based on information obtained from various sources, and will process documentation regarding damage to State property and the billing process. Composes correspondence to outside entities regarding damage and repair status. Trains staff on creating service requests and accident logs in IMMS; performs analytical evaluations of CHP, Sheriff and local law enforcement accident reports to ascertain if all costs have been completed correctly and linked to the parent Service Request; creates Accident Logs in IMMS and validates them once all response and repair work has been completed and linked in the IMMS system. Maintains various logs and files to monitor the billing process and maintains accident log files to be in compliance with guidelines and retention limits established by Headquarters' auditing protocol.
10%	M	Provides assistance to Region MMII, MMI and Safety Officer as needed, including, but not limited to; assisting in public inquiries; researching complicated/difficult public inquiries, and responding in writing to such inquiries. Prepares informational documents for distribution to staff. Composes and sends emails to appropriate staff regarding policies, procedures, deadlines, and other needed information. Assists in research and in writing of letters to political/government/public (red folder), which request services and/or information, and/or document complaints. Other duties as assigned. Provides back-up coverage for Region Hiring Analyst and Equipment Coordinator.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to identify problems and issues, develop and compare alternatives and provide sound guidance to management.

- . General knowledge of data analysis and processing; in-depth knowledge of computer usage, development of usage, word processing and spreadsheets
- . Knowledge of the Departmental Administrative process
- . Knowledge of budget and accounting processes
- . Reason logically and creatively to resolve complex problems

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- . Develop and evaluate alternatives
- . Analyze data and present information effectively in both written and oral formats
- . Effective interaction with managerial and professional staff
- . Gain and maintain the confidence and cooperation from others
- . Independently evaluate and implement policies and procedures

Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; ability to use Microsoft computer applications, such as Word, Excel, Access and Power Point.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgement. Consequence of error or inability to perform in any aspect of the incumbent's responsibility could cause the expenditures of various funds not to be budgeted and may have adverse effect on the East Region's ability to meet the requirements of the District's mission, vision, and goals.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with personnel in Headquarters, in the District upper management and staff. There is also some contact with the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Employee must be able to sit for long periods of time using a computer. Transport and/or carry boxed material from the office to storage areas which may weigh 0 to 15 pounds. Ability to focus for long periods of time. Reaching may include filing. Twisting may include lifting, filing, using computer, or telephone. Climbing up and down stairways at the District Office.

Mental - Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. Creates a work environment that encourages creative thinking and innovation. Encourages others to provide the quality of service essential to high performance.

Emotional - Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems. Will be required to deal tactfully and courteously with public and field crews under stressful and possibly adverse conditions. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, the building temperature may fluctuate due to periodic problems with the heating and air conditioning. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employee may be required to travel in state and to the District Office. Travel in state to other districts is not that frequent.

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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