

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION Non-IT Service Contracts	
WORKING TITLE Contract Analyst	POSITION NUMBER 702-019-5157-924	REVISION DATE

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 Supervisor I, within the Division of Procurement and Contracts, the employee learns and performs analytical duties while occasionally receiving guidance from Analyst IIs. The employee is responsible for managing various aspects of the acquisition process, including analyzing requests, collaborating with Division customers to develop agreements and solicitations, posting informal competitive solicitations, evaluating bids, awarding, and executing Non-IT service contracts, and processing contract amendments. Adherence to ethical practices and State policies is required at all times, ensuring acquisition methods comply with applicable laws, rules, codes, and procedures, and ensure best value for the State. The employee is expected to demonstrate a positive attitude and commit to delivering quality, accurate, and timely service that consistently exceeds customer expectations, providing excellent service in all interactions.

**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. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - 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. (Employee Excellence - Innovation, 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. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity, Integrity, 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. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - 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. (Employee Excellence - Pride, Stewardship)

**TYPICAL DUTIES:**

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

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40%	E	<p>Performs a variety of analytical services for the Division of Procurement and Contracts (DPAC), such as the following:</p> <ul style="list-style-type: none"> <li>- prepare and/or write Amendments, Emergency Contracts, Invitation For Price Quotes (IFPQ);</li> <li>- advertise and receive bids,</li> <li>- secure contractor signature,</li> <li>- secure internal approvals,</li> <li>- prepare for transmittal,</li> <li>- monitor process through department and control agencies as appropriate to final approval and execution.</li> </ul> <p>Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Accomplishes tasks in accordance with all applicable statutes, State Contract Manual, special purchasing delegation from Department of General Services (DGS), the State Administrative Manual, and established levels of service for DPAC. Travel may be required.</p>
30%	E	<p>Makes accurate and timely entries into DPAC databases. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.</p>
10%	E	<p>Works with customers individually and in task teams to review pertinent data and ensures the requested services are performed in accordance with State and Federal laws, state and departmental policies, standards and controls. Makes recommendations to improve DPAC processes or resolve administrative and program-related problems.</p>
10%	E	<p>May act as backup to other analysts. As a peer reviewer, reviews drafts to ensure compliance with applicable State and federal laws and State and departmental policies.</p>
5%	E	<p>Performs other duties as assigned, which may include special assignments within the scope of the classification.</p>
5%	M	<p>Provides guidance and advice to customers.</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**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Good communication, customer service and problem-solving skills are essential. Computer literacy and excellent interpersonal skills are necessary. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board. A high level of analytical skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with some degree of independence. The incumbent must be able to make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

At the entry level, the incumbent will be assigned work generally involving routine analytical tasks impacting the immediate work unit. Upon movement from Range A to Range B, the incumbent will progress from very specific task-oriented assignments, accompanied by clear, detailed, and specific instructions, to more generally defined objectives including priorities and deadlines. At Range C, the journey level, the scope of work increases as well as the effect on programs and services. Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Poor judgment could result in delays in completion of the Department's or other agency programs and loss of public trust.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent works individually and in task teams to advise DPAC managers and customers regarding DPAC processes. In addition, the incumbent is in frequent contact with all levels of Caltrans and DGS staff and staff of other state agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The position will also require the incumbent to be able to telework at DPAC Management's discretion and adhere to all DPAC Management policies and procedures governing this arrangement. May be required to travel or participate in training/outreach activities both in the Districts and HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

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

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