

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION OBMS/D7 Transportation Safety & Operations	
WORKING TITLE Program/Procurement Analyst	POSITION NUMBER 907-350-5393-008	REVISION DATE 02/21/2025

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

**GENERAL STATEMENT:**

Under the general direction of the Supervisor I, Office of Business Management Services (OBMS), the Analyst II performs a wide variety of complex administrative duties within the Division. The Analyst II will process Information Technology (IT) procurements, general purchasing, telecommunications, and will work with IT staff to resolve ATR issues and general administrative support. The incumbent will represent the Division as the Agency Telephone Rep (ATR), Fleet Coordinator, Title VI, and Training Coordinator. The incumbent is expected to demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customer expectations. The incumbent will support and promote a positive work environment and productive relationships with all staff and the public in an ethical and professional manner.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Prosperity, Employee Excellence - Equity, Integrity, People First, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Employee Excellence - Collaboration, Integrity, People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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30%	E	Serves as the Agency Telephone Representative (ATR) for the Division. Ensures that telecommunication assets are procured according to IT Procurement Process; Maintains a tracking log of all cell phones. Completes, signs and submits STD 20s and 65s per state policy and procedures to order telecommunications products and services; coordinates and submits forms to vendors; Activates phone service for new employees and deactivate for departing employees. Suspends lines that are not in use. Ensures procured telephone equipment is inventoried, surveyed, and (CT) Tagged. Participate in ATR meetings and alert management of significant telecommunication issues; Reviews and follow up on agency-initiated telecommunications requests, implements systems and services, keep management and staff informed of policy changes, new service offerings and current procedures and developments; May arrange for repair and maintenance of telecommunications systems; Research funding issues and make adjustments to the utility accounts; correct telecommunication errors
30%	E	As the Division's Fleet Coordinator liaises between the equipment users and other Divisions through various administrative functions. Responsible for submitting the WEX Transactions, CT ID Key Compliance, and Speeding Reports on behalf of the Division by the set deadlines. Communicates, coordinates, and submits requests for purchase, reassignment, trade, and/or replacement of vehicles and/or equipment. Submits and updates reports for downed vehicles; shop repairs, GPS issues, and immediately reports fleet vehicle accidents. Communicates with assigned supervisors to ensure Caltrans fleet conductors under their supervision, adhere to speed limits to reduce and eliminate safety risks to the driver, passengers, and other road users. Represents the Division by attending the SEOC meetings, general meetings, training, and collaborates to help protect the integrity of the organization in adherence to all safety rules, policy, and traffic laws. Makes recommendations to supervisory/managerial staff, establishes, implements and monitors relative administrative procedures.
20%	E	Responsible for the procurement of information technology (IT) and non-IT commodities, service contracts, service agreements and the Cal-Card Administration and Compliance Program.  Overview of the procurement process to create Requisition (RQS), Cal-Card Purchase Order (CPO) and Purchase Orders (PO). Must have the knowledge and understanding of Enterprise Financial Infrastructure System (EFIS) integration, experience with the functionality of Advantage and Info-Advantage as this is the instrumental tool that is currently used for tracking, monitoring and creating reports. Responsible for compiling, monitoring and analyzing the Divisions Operating expense budget and process all equipment and service requests. Duties include obtaining quotes, creating RQS or PO orders in AMS, attaching all required quotes and validating the request before submitting to the Resource Manager for approval. Must reconcile end of month Cal-Card purchases and submit completed packages to Headquarters (HQ) by the 10th of every month. Must pay invoices on time in adherence with the Prompt Payment Act as specified in Government Code section 927, et seq. Take monthly inventory and assess equipment needs for the Division and keep track of OE expenditures.
15%	E	Performs the duties of the Division Title VI Coordinator. Gathers and analyzes data gathered from units within the Divisions and submits to the District Office of Equal Employment Opportunity (EEO) for monthly, quarterly, and annual compliance and adherence. Gathers and analyzes data; makes decisions on personnel, training and other transactions of varied levels of complexity, ambiguity and risk.  Reasonable Accommodation Coordinator, Division of Operations Informations Sources, Informations Security Privacy Awareness, Field and Safety for Office Workers, Statement of Economic Interest (700) Coordinator.
5%	M	Assists with daily administrative duties associated with the distribution of supplies, mail, payroll, and other daily activities associated with assisting Division staff and outside customers as needed. Performs other duties as appropriate for Analyst II.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision over others. May act in lead capacity in the absence of the Supervisor I as needed.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Must have a thorough knowledge of the Department's organizational structure and departmental Budget policies and procedures. Principles and methods of public and business administration; fiscal and personnel management; training; administrative and resource functions; principles and practices of office methods; proficient experience using general office equipment and various computer applications; methods and techniques of effective team engagement; the Department's Mission, Vision, Values, Goals and the Strategic Plan.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Communicate effectively both orally (including presenting) and in writing; organize/prioritize work assignments, multi-task, and meet deadlines; analyze situations in an impartial manner, develop alternatives, and recommend an effective course of action; develop and deliver training modules and presentations; collaborate with other team members to achieve common goals and complete assignments in a group setting; work independently and be able to research and perform technical functions with minimal supervision; effectively and responsibly use a personal computer/laptop, phone, software programs (Microsoft Office Suite, Cisco WebEx, TEAMS, Adobe, Power Point etc.), and general office equipment; instruct training courses and deliver presentations virtually and in person.

Must exhibit sound judgment, tact, professionalism and be customer service oriented; have a thorough knowledge of analytical/problem-solving and decision-making principles; develop and maintain strong working relationships. Must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. Analyze problem situations in various areas and develop solutions or alternatives.

Must analyze and gain expert knowledge of various written materials such as the State Administrative Manual, Departmental Policies and Procedures, etc., and apply them as appropriate to the various functions within his/her duties.

Must possess expert knowledge of the State of California Prompt Payment Act Government Code section 927, et seq.

Must exhibit sound judgment, tact, professionalism and be customer service oriented; have a thorough knowledge of analytical/problem-solving and decision-making principles; develop and maintain strong working relationships.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions made in developing and implementing of policy and establishing work priorities within various service units. Poor decisions and errors in judgment could result in loss of money to the State, inefficient operations of facilities and services; and their work priorities, creating backlogs and a breach in the security of the employees and property. Some reprographic work has legal implications. Unnecessary delays or incorrect processing of orders could result in missed deadlines and loss of funding to the State.

Must use sound professional Judgment to ensure proper management decisions affecting work under his/her responsibility. Failure to make good decisions on the appropriate course such as late invoice payments on invoices, could result in a delay of project/goods and services delivery, loss of funding, mismanagement of limited resources, and adverse office relations.

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### PUBLIC AND INTERNAL CONTACTS

Contacts for this position include all Divisions within the District, Headquarters, other State, Federal and local agencies. Local politicians, State and local police, vendors and local businesses in regard to all phases of the functions under this section. The incumbent has frequent contact with the District Budget Manager, Division staff, the District and Headquarters (HQ) budget representatives, and Division staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Incumbent may be exposed to Standing, bending, stooping and walking on uneven surfaces at different times. The

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incumbent may sit for long periods of time using a keyboard and video display terminal. Incumbent may also utilize other routine office tools/equipment.

Mental - Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must understand linkages between administrative competencies and mission needs.

Emotional - Must deal effectively under pressure and maintain focus. May be subject to challenging situations and must have the ability to handle in a calm and respectful manner.

## WORK ENVIRONMENT

Employee will work in a climate-controlled area under artificial light, in a high-rise building in the Downtown Los Angeles area. The incumbent must display an ability to work with staff in a team environment and understand the complexity of interacting with a multi-disciplinary team that is working through analytical processes to produce a specific product with a demanding timeline.

May be subject to and have the ability to handle sensitive situations with the public and/or employees in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Must consider and respond appropriately to the needs, feelings, and capabilities of people in different situations; is tactful and treats others with respect.

Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and abilities. Makes everyone feel valuable regardless of diversity in personality, culture, or background.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs.

Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the employee.

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

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