

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 4/ Maintenance/ Toll Bridge Region	
WORKING TITLE Region Administrative Support/Timekeeper Analyst	POSITION NUMBER 904-670-5157-xxx	REVISION DATE 06/23/2026

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 and Region Manager II, the Analyst I provides technical expertise in a wide variety of administrative activities within the Toll Bridge Region. The incumbent will be responsible for accurately recording, logging, monitoring and tracking employee work hours within the Toll Bridge Region. The incumbent will perform Timekeeping, Payroll and Overtime analysis for 160+ employees for Bargaining Unit 12 and 13. MERSI Run will be ran monthly for Bargaining Unit 12 and bi-monthly for Bargaining Unit 13. The Timekeeper will work closely with Personnel Specialists, Staff Central/TOPPS Administration and IMMS Administrative Coordinators. This position requires the ability to comprehend and implement the Staff Central timekeeping computer program and the IMMS tracking system. Incumbent will use data from several databases, maintenance program activities to develop and maintain spreadsheets or databases for real time monitoring purposes. Incumbent will compile results and provide written reports and presentations to management. Reviews and analyzes organizational concepts and classification changes, consults and makes recommendations. Provide monthly, annual, fiscal budgetary and personnel reports. Will assist with FMLA, SDI, NDI and Catastrophic Leave. Occasional travel may require office coverage or an overnight stay due to training purposes. The incumbent is responsible for providing direct administrative support to the Toll Bridge Region.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Collaboration, Innovation, Integrity)
- **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 - Integrity, Pride)
- **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. (Climate Action, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - Collaboration, Integrity)
- **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, Climate Action, Employee Excellence - Equity, Innovation, People First, 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. (Climate Action, Employee Excellence - Collaboration, Integrity)
- **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. (Equity, Climate Action, Employee Excellence - Equity, 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. (Equity, Climate Action, Employee Excellence - Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

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

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

40%	E	Serve as a Timekeeping Analyst; will be responsible for independently running time daily for 6 Superintendents; 16 Supervisor and up to 16 crews consisting of 160+ employees. Incumbent will be using the Integrated Maintenance Management System (IMMS) and Staff Central. Duties and responsibilities require strong attention to detail, research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, policies and procedures to specific situations, rather than the mere application of detailed rules and procedures. Is responsible to ensure that all reported time for field Maintenance is accurate for the monthly MERSI run. Works closely with Supervisors and advises them on necessary corrections on appropriate leave usage. Works closely with the Superintendents for weekly employee time sheet approvals. Update employees work history in Staff Central; move employees between crews in IMMS; prepare payroll-related documents; employee separation paperwork; process monthly bonus pay requests for Supervisors; audit Staff Central reports to determine accuracy involving employee timekeeping and payroll discrepancies; run 672 (Pre-MERSI report); analyze, research, and correct discrepancies before the final MERSI run; track and monitor employees' leave balances in Staff Central and IMMS.
25%	E	Incumbent will be required to pull overtime (OT) and compensated time off (CTO) reports, analyze the reports to ensure compliance and report information using IMMS and LEMO databases to provide accurate hours to Coordinator, Region Manager II or Supervisor I. Responsible for tracking and calculating Permanent Intermittent (PI) employees' time daily via excel; and analyze reports, update the electronic log to track PI hours on a monthly basis after MERSI run, submits reports to MM II or Supervisor I and makes proper notification of PI hours or overtime hours needed to be requested. Send corrections needed to Supervisor's identified by employees on the M33s (Individual Time Records) after auditing prior usage. Required to Pull time sheets (M33's) per Memorandum of understanding on a monthly basis. Reviews, logs, tracks, keeps statistical records for auditing purposes along with submitted 634's. With proper training; is educated on how to properly review and Assist Supervisor I with the preparation of FMLA/NDI documentation in alignment with Federal and State guidelines. Receives and processes Travel Expense claims (TEC) and Travel Advances (TA) into advantage, tracks, monitors, analyzes and reviews expenditures claims for the appropriate project codes, expenditures, and are processed within the appropriate fiscal years.
20%	E	Assists as a Drug Testing coordinator responsible for monitoring and manning all proper paperwork submitted to the Office of Driver Certification and Substance Testing (ODCAST) Department, for new hires pre-employment, Class A upgrades (Commercial Driver's License), ensures that all employees are enrolled into the Federal Clearing House and on going DOT/DMV physicals are up to date and logged. Responsibilities include Pull Notice tracking logging and track statistical information report for year by year comparisons. Assist with the Region's SHA & BATA expenditures, provide FY budget forecasts, and present findings to Management.
10%	E	Serve as liaison with Administrative Service Centers as applicable; performing necessary region office personnel-related responsibilities, researches and informs employees such as enrollment/open enrollment of employee benefits, employee separations, retirement preparation, Exams, Travel Expense Claims, and on various information upon request. Incumbent prepares monthly and statistical reports for the Supervisor I and Caltrans Maintenance Manager II for review.
5%	M	Support peers with phones, customer service request, FedEx or payroll distribution when needed. Provides back up for critical office functions as necessary within the classification and perform other duties as necessary.

<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**

This position does not supervise. However, may provide assistance to clerical staff in the absence of the Supervisor.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The duties of an Analyst I involve analyzing administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise Management and other interested parties on subject matter within the area of assignment. Establish and maintain cooperative working relationships; have the ability to communicate clearly and effectively both verbally and in writing; analyze data; produce written reports containing comprehensive and detailed information; produce quality work within requested time frames. Must be able to handle a variety of tasks efficiently and be able to organize and plan for events or training courses. The incumbent must have strong computer skills and the ability to use Microsoft

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

computer applications, such as Microsoft Word, Excel, Access and Power Point. The incumbent will be privy to sensitive and confidential information and is expected to maintain confidentiality.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may create inconvenience to an employee, loss of pay status; interest charges on late payments to the employees; pecuniary penalties imposed on the region for late payments. Errors may allow the release of confidential information; this may result in monetary loss to the department in the form of lawsuits, grievances or other legal action and/or cost to the Maintenance Program; including loss of credibility for the Department.

### PUBLIC AND INTERNAL CONTACTS

Incumbent will have contact with all levels of region departmental staff; also District and Headquarter branches. This position will also have contact with the general public. There is also telephone and email contact with other local agencies and members of the public. Must be congenial and tactful in dealing with others and must have the ability to develop and maintain cooperative working relationships.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods of time using a keyboard, video display terminal and sit stand desk. Other physical activities will include standing, walking, bending, at the neck and waist, stooping, squatting, kneeling, twisting at the neck and waist. Other activities may be reaching above shoulder, pushing or pulling, simple grasping, or fine manipulation. Must be able to analyze and prioritize work situations and take effective action to resolve any problems encountered. Must be able to work effectively under changing priorities. Must be able to develop cooperative working relationships and respond appropriately to the needs, feelings and diversity of employees. This position works with sensitive information and must be able to maintain confidentiality and be able to interact with all levels of staff and the general public in a cohesive manner.

### WORK ENVIRONMENT

Employee will work in a temperature controlled office environment under artificial lighting. The incumbent will work within a confined space such as a cubicle or workstation. The incumbent may also be asked to travel within the state on a day and/or overnight trips.

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