

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 12/Division of Administration/Business & Personnel Mgt	
WORKING TITLE District 12 Asset Management Analyst	POSITION NUMBER 912-015-5393-XXX	REVISION DATE 06/17/2026

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 in the Business Services Branch, the Analyst II independently performs the more responsible, varied, and complex professional-level asset management duties for District 12. The incumbent is responsible for managing District 12 property control process and all official asset inventory records. Directly manages and maintains the asset inventory for all District 12 personally assigned computer equipment (PCE). Provides direction and oversight to the Property Liaisons (subdivision liaisons) who administer and coordinate asset management functions for their respective subdivisions. The incumbent is responsible for varied, complex technical and analytical assignments, such as data organization, data visualization, reporting and other monthly data analysis for the Business Services Branch. The incumbent ensures the correct and prompt processing of various documents related to Business Services. The incumbent will demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Prosperity - Innovation, People First, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Equity, Employee Excellence - Collaboration, Equity, People First, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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30%	E	<p>Performs asset management functions for District 12 as required by State and departmental rules and regulations, including the State Administrative Manual, and the Caltrans Property Control Manual. Analyzes and interprets official State and departmental asset management rules, regulations, policies, and procedures in order to formulate, document, and administer property control, asset disposal, and asset inventory management processes and business practices for District 12. Continuously reviews and improves processes and business practices. Serves as subject matter expert and statewide liaison with the Division of Procurement and Contracts, the Division of Information Technology, the Capital Outlay Support Program, and Department of General Services as applicable. (Policies and procedures for each of these Divisions differ from District to District and to HQ). Participates in statewide teleconferences with these Divisions and provides analysis, alternatives, and recommendations for development of departmental policies and procedures. Provides consultation, analysis, and recommendations to District 12 management and staff on asset management issues, processes, and business practices. Provides direction and oversight to District Property Liaisons who administer and coordinate asset management functions for their respective subdivisions. Communicates property control and asset management processes and business practices to District 12 employees.</p>
20%	E	<p>Researches and analyzes sensitive and complex asset management transactions, including unauthorized acquisitions and misuse of assets, which can result in progressive disciplinary action. Traces and reports missing equipment to management, as necessary. Performs inventory reconciliation (monthly, annually, and/or every 3 years), as mandated and/or required, for all official asset inventory records, and in some instances conducts physical inventory of specific assets. Researches, evaluates, and resolves all discrepancies and ensures that assets are added, transferred, or removed from the official departmental inventory record SNOW databases as appropriate. Prepares and provides reconciled inventory reports as mandated, required, or requested. Evaluates and responds to asset reconciliation audit findings.</p>
20%	E	<p>Designs and develops tracking tools for District 12 asset management. Uses Service Now (SNOW) asset tracking system to record, reconcile, transfer, monitor usage, and assign each individual asset. Updates asset tracking system based on changes to processes and business practices. Formulates and maintains District 12 property coding system. Creates asset management control forms as needed. Prepares, completes, and/or reviews all property control document prior to final submission. Ensures that all documentation is coded and processed appropriately and that all assets receive proper identification information (e.g., Caltrans Property Control Tag or Equipment Identification Number). Formulates and maintains tracking system for logging status of required property documentation. Responds to information requests from HQ and all Districts regarding equipment assignments and reassignments resulting from geographical location changes. Confers with HQ and all Districts to obtain asset assignment data and documentation. Receives and coordinates return, recycle, disposal, or survey of old or underutilized assets (e.g., computer equipment and universal waste). Manages excess/surveyed equipment warehouse and determine whether property can be re-used. Manages surplus property sales, and maintain appropriate records through appropriate Property Survey Report Approvals. Prepares and processes applicable documentation. Completes special assignments, projects, and drills, as requested. Serves as subject matter expert and consultant to District Property Liaisons.</p>
20%	E	<p>Organizes, develops, and presents data to the management team using data software such as Tableau, Smartsheet, Visual BI, and Microsoft Excel. Creates dashboards and high-level reports with visualizations and charts that analyze the District's automotive fleet utilization, WEX fuel card usage, Motorpool Reservation System data, and ChargePoint management system activity. Prepares monthly reports by extracting data from the programs listed above to track utilization, trends, and emerging issues. Performs data extraction from various databases including CGI Advantage, Datalink, Tableau, Smartsheet, and internal Excel databases to monitor trends across Divisions, Programs, and Units. Provides data and monthly reports to support recommendations to the District 12 executive management team regarding process improvement opportunities, policy changes, and workload efficiencies.</p>
5%	M	<p>Act as the lead over Business Services. Provides coverage to the Business Services Branch, which includes: Mailroom, Motorpool, Cashier, and facilities operations. Works with facilities moving, pushing, and pulling equipment carts from one location to another in the District office.</p>

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5% M Supports the District Equal Employment Opportunity (EEO) unit with Employee Engagement on various aspects of diversity, equity, and engagement including but not limited to activities, meetings and events.

<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. In coordination with the District Property Controller, the incumbent may provide direction and guidance to Property Control Liaisons. May act as Supervisor I in the Branch Chief's absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of principles, practices, and trends of public and business administration, budgeting, facility management, and State contract and procurement processes. Must have the ability to read, understand and apply law, rules, policies and procedures including those found in the Government Code, State Administrative Manual, applicable federal regulations, and applicable regulations of Caltrans and the Department of General Services (DGS). A high level of analytical and interpersonal 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 independently. The incumbent must be able to make presentations and represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. The incumbent must be able to establish and maintain cooperative working relationships with peers, managers, Caltrans employees, and the public. The incumbent must exercise good judgment. The incumbent may be required to prepare and present findings and make recommendations on specific problems. Ability to communicate effectively in writing and orally; reason logically and enlist appropriate resources to assist in problem solving; and prepare clear concise reports. The incumbent must have the capability to analyze information provided by internal units/functions and determine the impact of that information on the State, while ensuring that all legal requirements on the part of the department are met. Must adhere to the customer service standards set by his/her unit and provide high quality service, productivity and efficiency. The incumbent must have the ability to analyze circumstances and come up with sound decisions; must have computer skills such as Microsoft Word and Excel. Must be able to analyze operational needs and implement a good course of action to meet these needs; apply general policies and procedures to specific issues; analyze problems and determine alternative solutions; present ideas and information effectively, both orally and in writing at a level necessary for successful job performance; and follow oral and written directions. Possession of a valid California's driver's license is desirable.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will be assigned work which involves complex analytical tasks with specifically defined objectives including priorities and deadlines. The incumbent's work will influence district-wide property control activities and errors or omissions could result in violations of statutory requirements. Poor judgment and incorrect decisions could result in audit findings and loss of public trust. Incumbent in this position requires logical evaluation and creative approach in solving problems, having a variety of resources, while adhering to established policies and regulations. Poor judgment or errors could cost the state a substantial amount of funds, time and effort. Inaccurate planning as to future building and property needs may cause increased building operation costs, serious inconvenience to employees and possible loss of state property. Failure to make sound decisions can result in delays in project-related work and dissatisfied internal and external customers. Errors in judgment could affect the safety and protection of employees. The incumbent's actions will directly affect the Department's commitment to efficient operation and its ability to achieve its mission and objectives.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has contact with departmental employees district wide, other State agencies, the public and outside vendors. At all times the incumbent will conduct him/ herself in a courteous and professional manner. There is daily contact with Caltrans employees as well as frequent contact with other agencies, outside vendors, contractors, building engineering staff, building security staff and the general public. Incumbent must have the ability to deal with situations in a courteous and professional manner. May have interaction with Deputy District Directors, District Division Chiefs, supervisors and employees regarding confidential and sensitive matters.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent will be required to perform such task as walking, climbing up/down stairs, bending, stooping, standing and kneeling. The incumbent will be required to lift and carry equipment/boxes weighing up to 25 pounds and large cumbersome items from one location to another. Will be required to sit for long periods of time using a keyboard and video display terminal. Will be required to deal with stressful and emotionally charged situations with employees or the public, must be able to work under pressure, meet deadlines and maintain a helpful, positive attitude. Must work with sensitive and confidential material; be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment; be required to handle several issues at a time; be able to prioritize tasks as necessary; be able to develop and maintain cooperative work relationships; value cultural diversity and other individual differences in the workforce; grasp the essence of new information and master new

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technical and business knowledge. The incumbent must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations in support of the Business Services Branch.

**WORK ENVIRONMENT**

The base of operation will be in the District Office. The incumbent will be expected to work indoors. While in a multi-story office setting, incumbent will be working in a climate-controlled environment with LED lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit and/or stand for extended periods of time. Since the area is an open floor configuration, the work environment will be noisy. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation. The incumbent may be exposed to dirt, noise, and uneven surfaces. Incumbent will also travel to District locations on occasion.

Working hours will be five (5) days a week, Monday through Friday, 8:00 am to 5:00 pm. 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 selected candidate.

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