

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION D7 / Maintenance / Electrical Region	
WORKING TITLE Analyst I (Equipment Coordinator)	POSITION NUMBER 907-750-5157-918	REVISION DATE 07/07/2026

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 Caltrans Maintenance Manager I (MM I), the Caltrans Analyst I will perform a wide variety of analytical services. Assist the Caltrans Maintenance Manager II (MM II) and the MM I, with specialized reports and data analysis. This position serves as Equipment Coordinator for the Electrical Region. 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 a {Classification}, 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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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45% E	Serves as the Region's Equipment Coordinator. Responsible for tracking the status of downed vehicles, coordinating with crew supervisors, Area Superintendents, Region Management, and Shop Equipment Coordinators on priorities and repairs of vehicles to service as expeditiously as possible. Updates and maintains Vehicle Status Reports in region shared drive. Generate and monitor reports to track all preventive maintenance work to be completed and/or completed by the mechanics in Shop 7 and HQ. Report all delinquent preventive maintenance request and provide recommendations to Maintenance Manager II and Maintenance Manager I.
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Responsible for maintaining location of equipment, Equipment Budget, and assignment of vehicles and Local Request (LR) for equipment modification.

Responsible for updating, reconciling and maintaining training and license certification in IMMS, Staff Central, and logs in Region shared drive. Generate and monitor reports to track incomplete training and certification.

Establishes and manages equipment rental contracts and/or agreements for the Region. Ensures that all equipment received is within contract specification and process all contract invoices with accordance to Department policy via the Enterprise Resource Planning Financial Infra-structure System (EFIS).

Also serves as the Region's Vehicle Optimization Coordinator. Distributes and tracks key fobs and vehicle tracking reports. Reviews low usage reports and utilization reports and provides recommendations to managers on vehicle re-assignment to ensure optimum vehicle utilization.

Prepares, develops, and maintain accurate reports for management. Develops and makes presentations at the Superintendent Meetings to keep the field supervision updated on vehicle status and provide recommendations on any issues that may arise.

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40%	E	Coordinates with the District 7 Property Controller and is responsible for the receipt, identification, issuance, transfer and disposition of non-expendable, expendable, and sensitive equipment, including the preparation and processing of all related documents. Receives and issues tags for equipment received. Inputs, modifies, retrieves, and deletes data in to and from Property Control database. Will assist with conducting periodic audits of all Region Property Control Inventories. Keeps log of Region Loss Reports, assists with the completing of Incident Logs and validates them. Forwards Incident logs to HQ for processing.
10%	M	Provide assistance to Region Management; MM II, MM I and Contract Managers as needed. Including, but not limited to; assisting in public inquiries; researching complicated/difficult public inquiries, respond in writing to such inquires. Prepare informational documents for distribution to staff; composing and sending emails to appropriate staff regarding policies, procedures, deadlines and other needed information. Assist in research and writing of letters to political/government/public (red folder), which request services and/or information, and/or document complaints.
5%	M	Other duties as assigned. Provides back-up coverage for Region Timekeeper, Region Hiring Analyst and Region Training 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

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.

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
- . 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
- . Effectively manage time while performing a variety of functions

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 judgment. 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 Electrical 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

Incumbent is required to operate a PC Workstation and various software applications, filling, phone communications and other office-related duties. He/she should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy

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office environment. He/she may be required to handle several issues at a time and should be able to prioritize tasks as necessary. He/she must grasp technical information, formulate effective strategies to implement new technology, and foster a work environment that encourages creative thinking and innovations. The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner. This position may require independent travel for State business.

WORK ENVIRONMENT

While in the office setting he/she will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings and equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard. Due to constant interruption, incumbent must have the ability to prioritize and multi-task in order to complete regular work assignments.

This position requires some travel throughout the assigned area, in addition to occasional travel to other parts of the District and elsewhere in the State. Emergency response and work at nights and weekends may be required as needed.

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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