

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst III	OFFICE/BRANCH/SECTION D95 / Legislative Affairs	
WORKING TITLE Senior Legislative Specialist	POSITION NUMBER 900-095-5402-xxx	REVISION DATE 06/22/26

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 State Legislation Manager, a Supervisor II, the Senior Legislative Specialist (Specialist) is responsible for representing Caltrans' policies by leading a portfolio of legislation. The Specialist is responsible for coordinating with subject matter experts to understand and identify the impacts of legislation on departmental operations and the state transportation system through the lens of Caltrans' mission, vision, values, and goals. The Specialist is responsible for facilitating discussions and representing Caltrans' views to the California State Transportation Agency (CalSTA), the Governor's Office, the Department of Finance, the California State Legislature, and other external stakeholders. The Specialist develops recommendations for the Governor's Office, and develops appropriate strategies to secure passage or defeat of legislation.

CORE COMPETENCIES:

As an Analyst III , 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
50% E	Responsible for taking a leading role on legislative efforts related to an assigned portfolio, including identifying the impacts of legislation on departmental operations and the state transportation system through the lens of the Caltrans' mission, vision, values, and goals. Responsible for independently conducting extensive research on existing law, legislative and program history, support and opposition, and other relevant background, obtaining, evaluating, and synthesizing information from written and online sources, the author's office, sponsor, committee consultants, department program staff, state agencies, and other interested parties. Responsible for analyzing the legal, policy, operational, and fiscal implications of legislation, both independently and in collaboration with subject-matter experts in Caltrans' programs and other departments within the Administration. Responsible for writing completed bill analyses and Enrolled Bill Reports that clearly and effectively explain the relevant issues and making appropriate recommendations to CalSTA and the Governor's Office. Responsible for drafting proposed amendments, as necessary, coordinating internal parties for review and ensuring approval of program management and the relevant decision makers within Caltrans. Responsible for coordinating the development of the department's responses to inquiries from legislative office related to pending legislation. Responsible for drafting correspondence and communicating directly with legislative staff, Agency staff and the Governor's staff, as appropriate. Responsible for developing recommendations for specific issues, actions, and strategies to top management based on a synthesis of research and analytical findings, policy considerations, and knowledge of legislative dynamics and the legislative process. Responsible for identifying policy and operational issues related to potential legislative concern, consulting and advising relevant decision makers on strategies to achieve the legislative goals of Caltrans and the Administration.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Responsible for ensuring the quality of Caltrans' legislative proposals and correspondence related to assigned portfolio. Responsible for representing, facilitating, and communicating Caltrans' views, challenges, and technical comments on bills and legislative proposals to the California State Legislature, the Department of Finance, legislative committee consultants, lobbyists, and Caltrans' management through verbal and written means. Responsible for drafting amendments on pending legislation, with the assistance of subject matter experts, and communicating those amendments to Caltrans' management. Responsible for utilizing knowledge of legislative dynamics and the legislative process and guiding Caltrans' sponsored legislation through the Legislature. Responsible for resolving sensitive and complex legislative negotiations to ensure Caltrans' policies are reflected in legislation. Responsible for representing Caltrans at meetings with federal, state, regional, and local agencies and the public concerning the scope of Caltrans' transportation programs.
15%	E	Responsible for providing excellent customer service to legislative staff and constituents. Responsible for developing strategic responses to inquiries from stakeholders, the public, legislative members and staff regarding constituent and policy issues related to Caltrans. Responsible for responding promptly to inquiries and assignments, often on short notice, including calls and emails received at night and on weekends. Responsible for researching, writing, and editing legislative proposals for review by Caltrans management Responsible for researching, drafting, and editing official correspondence to the Legislature in support of Caltrans' approved positions on bills, to fulfill reporting requirements, and in response to inquiries requiring a response from the Director or other Executive Staff.
5%	M	Other duties as may be appropriate for an Analyst III.

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
This position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The Specialist must have thorough knowledge and understanding of - or the ability to quickly learn about - the formal and informal aspects of the legislative process. The Specialist must be sensitive to the political and personal needs of legislators regarding individual biases, constituents, and interest groups. The Specialist must be or become familiar with the political and sensitive legislative transportation issues facing the Governor's Administration, the California State Transportation Agency, and Caltrans and be knowledgeable of the principles, practices, and trends of public policy, business administration, and governmental functions and organization at the state and local level. The Specialist must have the ability to strategically and accurately convey Caltrans' policies, practices, and procedures to a broad audience. The Specialist must be able to independently analyze complex issues and make recommendations, generally to the Governor's Office, regarding recommended positions on legislation and the effects of legislation.

To be successful, the Specialist must have a thorough understanding of Caltrans' organizational structure and the relationships between various functions in Caltrans' Headquarters and Districts. The Specialist must be or become knowledgeable of Caltrans' mission, vision, values, goals, and programs in order to advance the interests of the department. Knowledge of Caltrans' policies, procedures, and financial constraints is essential.

POSITION DUTY STATEMENTDOT PM-0924 (REV 01/2025)

The Specialist must have the ability to effectively coordinate with various levels of management and staff, both in person and through written and oral communication. The Specialist must lead changes related to emerging issues in transportation policy. The Specialist must demonstrate the ability to develop and maintain effective working relationships, work cooperatively with others, and respond to inquiries from Caltrans' management and internal and external customers in a timely and effective manner.

This position requires excellent oral and written communication skills. The Specialist must have the ability to communicate effectively, both orally and through written correspondence, with staff at all levels within Caltrans, the Legislature, the California State Transportation Agency, the Governor's Office, and other internal and external stakeholders in a timely and effective manner. The Specialist must have the ability to deliver oral presentations and competently represent Caltrans with internal and external stakeholders.

The Specialist must be able to independently analyze complex issues and make recommendations regarding Caltrans' recommended positions on legislation. To be successful, the Specialist must have strong critical analysis skills and must be able to guide ad hoc task forces consisting of staff at all levels through the most complex and sensitive issues. The Specialist must be able to assimilate and evaluate input from various sources, develop alternative courses of action and make objective recommendations. The Specialist must be able to analyze changes in legislation; apply Caltrans mission, vision, values, goals, and policies to analyses; and lead changes in policies and procedures to respond to legislative issues.

To be successful the Specialist must be able to operate quickly under urgent conditions and be able to demonstrate consistently sound judgment. The Specialist must exercise good judgment to assess priorities, interpret complex information, and preparing comprehensive written reports. The Specialist must forecast probable events or outcomes and develop responses based on current factors and alternative actions. The Specialist must have the ability to develop and sustain the trust of others; develop cooperative working relationships; reason logically and creatively; and use a variety of analytical techniques to resolve complex governmental and legislative problems.

The Specialist must have the ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training and be responsive to Caltrans' customers and management.

The Specialist must be able to resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact and maintain a high level of professional integrity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Specialist makes decisions and exercises judgment in coordinating analyses; advising Caltrans' Directorate, the California State Transportation Agency, and the Governor's Office. Poor judgment or inadequate preparation in making recommendations and representing Caltrans could result in adverse legislative action (e.g., passage or failure of legislation); not recognizing the full impact of legislation; confusion regarding the Administration's position on a specific bill; or unnecessary conflict with an individual legislator; interest group; or other state department. Errors in judgment and decisions could lead to conflict with legislators, their constituents, or their staff and could leave Caltrans vulnerable to legislative scrutiny and criticism.

PUBLIC AND INTERNAL CONTACTS

The Specialist has frequent contact with legislators; legislative staff; committee consultants; other governmental agency representatives; the California State Transportation Agency; the Governor's Office; state, regional, local, and federal agencies; and other external stakeholders. The Specialist also meets regularly with members of the directorate and program managers either to convey information regarding legislative action or to resolve sensitive legislative issues. The Specialist should be able to represent Caltrans with competence and integrity at meetings on pending legislation. The Specialist will frequently work with legislative staff to resolve constituent concerns that must be resolved quickly and competently. Failure to remain informed of past, current, and proposed legislation and departmental operations could result in poor articulation of Caltrans' public policy and could cause unfavorable media coverage and possible reaction from the State Legislature or Governor's Office, affecting Caltrans' reputation and credibility.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Specialist must exhibit professionalism and self-assurance in the middle of fast-paced and sometimes chaotic conditions. The Specialist must have the ability to use a personal computer and the Internet to update, retrieve, and analyze information. The liaison may be required to sit for long periods of time using a keyboard, mouse, and video display monitor, or while attending meetings. Some walking is required.

The Specialist must be able to organize and prioritize large volumes of varied documents including confidential materials. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. To be successful the Specialist must have the ability to effectively coordinate multiple assignments with concurrent

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

due dates.

The Specialist must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged or sensitive issues and problems and handle them effectively and appropriately. The Specialist must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment and must facilitate effective solutions. The Specialist must deal effectively with pressure, and maintain focus and intensity while remaining optimistic and persistent, even under adversity.

The Specialist must be able to sustain the mental acuity needed to conduct necessary research, analysis, reasoning, editing, problem solving, and writing. The Specialist formulates effective strategies consistent with current business trends and develop new insights into situations to apply innovative solutions to make organizational improvements.

The Specialist must be willing to take intelligent risks and initiate actions that involve deliberate risk to achieve a recognized benefit or advantage. The Specialist must be able to communicate effectively in English orally and in writing and must be able to make presentations, facilitate meetings, lead workshops, and serve on cross-functional teams.

This position requires flexibility and adaptability to changing policies, rules, regulations, and laws as they relate to legislation. To be successful the Specialist must be open to change and new information while also having the ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The Specialist must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. The Specialist must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged or sensitive issues to handle them effectively and appropriately.

The Specialist must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The Specialist must work to advance equitable outcomes and value cultural diversity and other individual differences in the workforce. The Specialist must ensure that the organization builds on these differences and that all employees and external entities are treated fairly and equitably.

WORK ENVIRONMENT

While at their base of operation, the Specialist will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. The environment can be demanding or stressful. The Specialist will be using a keyboard, mouse, and video display monitor. Frequent walking trips to the State Capitol and nearby offices are required. Some travel may be required and the Specialist must be able to travel using a car or commercial transportation. This position may allow for partial telework.

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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

Marissa A. Molina

SUPERVISOR (Signature)	DATE
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