

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Division of Administration / Employee Engagement	
WORKING TITLE	POSITION NUMBER	REVISION DATE
District Equal Employment Opportunity Liaison	908-009-5393	06/04/2026

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 Manager, Employee Engagement, a Supervisor I, the incumbent serves as the District Equal Employment Opportunity (EEO) Liaison, functioning as the Title VI Liaison, Religious Accommodation Coordinator, and Americans with Disabilities Liaison. The incumbent will provide a broad range of services to management and employees in the implementation of an effective EEO Program that complies with departmental policies and directives, Title VI (Federally Aided Programs/External) and Title VII (Employment/Internal) of the Civil Rights Act of 1964, California Title II/California Fair Employment and Housing Commission (FEHC) and the Fair Employment and Housing Act (FEHA) rules and regulations, the Federal Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and applicable State laws, rules, and regulations related to equal access and employment opportunities. The incumbent is responsible for analyzing and compiling research material related to support an effective EEO Program and monitoring administrative and departmental policies to meet established program objectives. The incumbent is responsible for working professionally with staff at all levels to ensure a work environment free of harassment and discrimination. The incumbent must demonstrate a positive attitude, exercise a high degree of initiative, and a commitment to providing accurate, timely, and high-level customer service to all internal and external customers that exceeds expectations, while maintaining complete confidentiality.

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, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, People First)
- **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. (Equity, Employee Excellence - Equity, People First, Pride)
- **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, Equity, Employee Excellence - Collaboration, Equity)
- **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. (Equity, Employee Excellence - Equity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Equity, People First)
- **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)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Equity, Employee Excellence - Collaboration, Equity, People First)
- **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. (Employee Excellence - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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30%	E	The incumbent is responsible for providing consultation and direction to supervisors and managers on EEO-related policies and directives related to mandatory compliance with Title VII of the Civil Rights Act of 1964 and subsequent amendments. The incumbent serves as a resource to supervisors and managers regarding their roles and responsibilities related to Religious Accommodation, ADA and FEHA compliance, multilingual services, discrimination complaints, and other EEO-related matters. Additionally, the incumbent is responsible for understanding the department's Reasonable Accommodation (RA) process and referring RA situations to the district's Human Resources Liaison (HRL) as appropriate. The incumbent conducts presentations and provides training and staff development on EEO-related matters, including specific EEO policies, procedures, and processes, to all levels of staff. The incumbent ensures all district employees are aware of and familiar with relevant departmental Director's Policies and Directives related to the EEO Program, as well as other related state and federal laws, rules, and regulations. The incumbent ensures that all relevant and mandated EEO-related literature is posted and current throughout the district so that staff are educated on EEO principles. The incumbent ensures that staff are in compliance with the required and mandatory trainings related to the EEO program, such as Sexual Harassment Prevention, Disability Awareness, and Diversity, Equity, and Inclusion. The incumbent reviews, analyzes, monitors, and tracks staff training compliance and provides staff and leadership with training deadline reminders, ensuring the district meets compliance goals. The incumbent is responsible for preparing the annual EEO report, citing accomplishments met and defining future goals. The incumbent provides guidance on the EEO complaint claim process and, when necessary, coordinates with the Equal Employment Opportunity Program (EEOP) in Headquarters to assist with the complaint and/or investigative process at the district level. The incumbent logs and tracks complaints at the district level. The incumbent processes ADA complaints, which may include conducting intake interviews, monitoring and tracking ADA complaints, and coordinating with the EEOP to update the ADA database.
30%	E	The incumbent is responsible for providing training and technical assistance to staff related to mandatory compliance with Title VI of the Civil Rights Act of 1964. The incumbent facilitates regular meetings with the various divisions in the district to ensure the understanding of Title VI and the related reporting requirements. The incumbent assists the Office of Civil Rights as needed with the coordination of Title VI investigations, complaint interviews and responses, and assists with district Title VI compliance reviews. The incumbent compiles data and prepares monthly Title VI reports for the district and ensures that all Title VI activities for the district are well documented and reported. The incumbent provides guidance to management on all Title VI matters and program implementation, and monitors and assists with corrective measures within the district to meet Title VI compliance. The incumbent ensures that Title VI information is available to all divisions for public dissemination and keeps the divisions informed of their responsibilities under Title VI to disseminate information to the public in appropriate languages other than English, as necessary. The incumbent ensures that Limited English Proficiency (LEP) and Bilingual Services information is available for public dissemination. The incumbent attends pre-construction meetings to educate and provide information related to Title VI, and respond to any questions. The incumbent is responsible for preparing the annual Title VI report, ensuring completion of accomplishments and goal setting from each division within the district. The incumbent coordinates the Biennial Language Survey for the district to ensure compliance with the Dymally-Alatorre Bilingual Services Act of 1973.

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25%	E	The incumbent is responsible for planning and coordinating EEO-related activities and events for the district, such as Diversity Awareness and Disability Awareness celebrations. The incumbent regularly develops and disseminates EEO-related educational and informational materials for district staff in support of recognizing the importance of diversity. These are materials related to recognizing the accomplishments and achievements of men, women, and groups that have impacted diversity and made positive contributions to redefining equality for all. The incumbent facilitates the recognition of specific days or months dedicated to appreciating a specific cultural heritage or person/people so that district staff can increase their knowledge and understanding of the power of diversity. The incumbent leads and/or participates in various district and departmental activities and committees aimed at supporting and recognizing specific EEO-related groups and/or protected classes, such as the Women's Empowerment Program, the District Equity Committee, and the Disability Advisory Committee.
10%	E	The incumbent is responsible for serving as a subject matter expert (SME) on equity and supporting the district's equity efforts. The incumbent works with various levels of staff to ensure that equity goals and objectives outlined in the department's Strategic Management Plan (SMP) are met and/or exceeded at the district level. The incumbent works with various levels of staff to regularly analyze the district's equity profile and continually develop measurable and achievable equity goals. As directed, the incumbent works closely with the Program Manager of Employee and Strategic Engagement in the development and implementation of the district's Strategic Direction Plan regarding equity goals and objectives, ensuring that they are in alignment with the SMP.
5%	M	The incumbent may be cross trained to support other Employee Engagement Office functional areas, such as Staff Development, Employee Engagement, and Recruitment efforts. This may include participating in internal staff engagement events and activities, as well as outreach recruitment events and career fairs. The incumbent may act on behalf of the Manager of Employee Engagement during his/her absence; and may perform other job duties as assigned.

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. However, the position may serve as a lead worker over others providing guidance and direction in the absence of the Supervisor I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. Knowledge of the department's Title VI, Title VII, Religious Accommodation, and ADA policies, directives, and procedures, including the State and Federal laws, rules, and regulations governing Equal Employment Opportunity, Civil Rights, and ADA. Knowledge of the department's mission, vision, values, and goals and how the district's goals align with the department; and thorough knowledge of departmental directives and policies related to EEO and EEO-related programs, including diversity, equity, and inclusion.

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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; and act as a team or conference leader. Ability to plan, organize, review, and analyze situations accurately and adopt an effective course of action. Present complex ideas, information, and statistical data in narrative format, and develop, lead, and make comprehensive presentations using various tools, presentation platforms, and methods. Identify, analyze, research, and resolve complex issues related to the district's Equal Employment Opportunity program. Ability to demonstrate strong interpersonal skills, effective communication, and recognize cultural diversity and sensitivity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making independent decisions and developing and implementing solutions and alternatives affecting the district's Equal Employment Opportunity program. The incumbent is expected to follow departmental policies and procedures, provide excellent customer service, complete tasks and assignments using completed staff work, and make sound decisions and provide guidance to district staff at all levels. Poor decisions made by the incumbent could result in ineffective decisions and solutions for the district and/or department that are inconsistent with local, state, and federal rules and regulations; loss of an employee's time, benefits, and/or compensation; compromise of the district's position in legal claims and/or lawsuits;

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and damage to the district's credibility with governmental representatives and organizations, stakeholder groups, businesses, and the general public. The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including but not limited to social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently communicates with all levels of departmental staff, including but not limited to employees, supervisors, managers, and executive-level staff at the district and Headquarters levels. Additionally, the incumbent will develop, establish, and regularly communicate with external stakeholders, small business representatives, Veterans Affairs organizations, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to use a computer and various software applications and programs in the day-to-day execution of job duties, and sit for prolonged periods of time. Must have the ability to organize and prioritize workloads under extreme deadline situations. Must be able to develop and maintain cooperative working relationships with all levels of staff and provide quality customer service to all internal and external customers. Must be open and willing to adapt to change and support new, creative, and innovative methods of completing work, and be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected challenges. Must be willing to create and support a work environment that encourages creative thinking and innovation. Must be able to sustain mental activity required for problem solving, analysis, and reasoning, and perform completed staff work. Must be able to recognize emotionally charged issues, problems, and difficult situations and respond appropriately, tactfully, professionally, and maintain complete confidentiality. Must understand the importance of excellent customer service and be willing to develop excellent partnerships with employees, supervisors, and managers. May be required to coordinate and/or set up training presentations in a classroom/workshop setting, which may require moving chairs and tables, setting up a laptop/projector, passing out handouts, boxes, etc. Must be able to work independently, use good judgment, and make sound decisions, and be willing to travel as necessary to other work locations within district boundaries, other district office locations, and Headquarters, which may require working outside regular work hours.

WORK ENVIRONMENT

While at the base of operations, the incumbent will work in a climate-controlled office with natural and artificial lighting and may experience periodic fluctuations in office temperature as a result of building temperature changes. The incumbent may also be required to travel to and from field office locations throughout the district and regularly attend and oversee events supporting and/or presented by the strategic partner program, including outdoor events, business/commerce fairs, etc., which may expose them to extreme temperatures (hot and cold), dirt, noise, and uneven surfaces. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location and primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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)

SUPERVISOR (Signature)	DATE
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