

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst III	OFFICE/BRANCH/SECTION District 8/Division of Administration	
WORKING TITLE District Discipline Specialist	POSITION NUMBER 908-007-5402-XXX	REVISION DATE 07/09/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the administrative direction of the Deputy District Director, Administration, a Career Executive Appointment (CEA), the District Discipline Specialist, an Analyst III, provides detailed advice and technical guidance to supervisors and managers regarding complex and sensitive disciplinary issues, policy implementation, and employee progressive discipline. The incumbent is responsible for establishing internal policies and procedures, including the implementation of stated policies and procedures, to ensure activities are performed consistently with departmental program goals. The District Discipline Specialist assists with and performs internal investigations involving ethics and other claims/complaints; ensures timeliness of investigations and delivery; and ensures that the highest legal and ethical standards are met. May represent the district as settlement authority in administrative law hearings. The District Discipline Specialist must demonstrate a positive attitude and a commitment to providing accurate, timely, and high-quality customer service to all internal and external customers, while maintaining complete confidentiality.

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.

- Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- 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 - Innovation, Integrity, Pride, Stewardship)
- 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- 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. (Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Consults with supervisors and managers regarding the Preventative and Corrective phases of the Progressive Discipline process. For the preventative phase, the incumbent works with district management on compliance with appropriate training and communication of departmental directives, policies, and processes. For the corrective phase, which is the first step in the triage of corrective memorandums, the incumbent works directly with Subject Matter Experts (SMEs) in the Office of Discipline Services (ODS) on complex and/or sensitive corrective issues. Reviews and provides edits on Reports of Probationary Performance and Annual Performance Review documents, including consulting with supervisors and/or managers to ensure evaluations meet compliance and timeliness standards. As the District Discipline Specialist, incumbent works closely with the district's Human Resource Liaison (HRL) to review, edit, and complete Request for Discipline documents received from supervisors and managers to take formal discipline against an employee. Ensures that the Request for Discipline document is thorough and complete before sending to the Deputy District Director of Administration for final signature. Once the Request for Discipline document is completed and signatures secured, submits to the Office Chief in ODS for assignment to a Case Manager. The incumbent is responsible for providing guidance and direction to district supervisors and managers on the progressive discipline process and functioning as a SME on administering appropriate corrective actions in coordination with established processes in ODS.
30%	E	Completes initial review on complex, critical, and sensitive administrative district complaints. Reviews reports of alleged ethics policy violations with direction from the Deputy District Director of Administration (DDDA), which may include traveling to gather information and/or witness statements, and analyzing and evaluating testimonies and evidence received. Prepares detailed, complex, and timely summaries of allegations and/or findings from a neutral perspective and shares with the DDDA. The nature of complaints received may include but are not limited to Workplace Violence (WPVP), Equal Employment Opportunity (EEO), Ethics, and incidents of vehicle misuse, as well as complaints and/or allegations received in the Independent Office of Audits and Investigations (IOAI). The incumbent is responsible for following up and tracking all district investigations completed by headquarters investigatory offices, including IOAI, and implements disciplinary actions as recommended by ODS.
20%	E	Coordinates, tracks, and attends district discipline training for supervisors and managers, which addresses maintaining proper documentation, preparing informal corrective action, and administering the progressive discipline process. Creates and manages Corrective Memorandum and Adverse Action files utilizing spreadsheets with detailed results of corrective actions taken, adverse action, settlement agreements, and State Personnel Board (SPB) and/or California Department of Human Resources (CalHR) rulings. Consults with supervisors, managers, executive staff, ODS, Labor Relations (LR), the Office of Employee Health and Safety (OEHS) and the Division of Human Resources (DHR) as needed when negotiating final action and settlement agreement. Distributes information and responds to general correspondence and inquiries related to personnel matters. Responsible for preparing the district's Skelly/Coleman Officer schedule and arranging the appropriate training for district supervisors and managers, and acts as a SME for questions related to the Skelly/Coleman process.
5%	E	May attend and provide settlement authority for State Personnel Board (SPB) and California Department of Human Resources (CalHR) settlement conferences with ODS on behalf of the district and the DDDA; may independently perform and/or participate in focus groups or administrative work groups, which may have district and/or department impacts; and may perform other 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

There is no direct supervision of staff; however, the incumbent provides guidance and direction to other members of the leadership team in the district.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a high degree of expertise and the knowledge of principles, practices, and trends of public and business administration, including personnel management, classification and pay issues, labor relations, employee supervision and performance management, and development and training. Knowledge of Caltrans policies and procedures, safety and health, Equal Employment Opportunity (EEO) objectives, including a supervisor's role in relation equal employment opportunity and equity, Work Place Violence Prevention (WPVP) objectives, and practices related to the laws governing public offices and agencies. and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training, including a supervisor's role in relation to equal employment opportunity, equity, health and safety, and labor relations programs; formal and informal aspects of the legislative process; the department's mission, vision, and strategic goals, and how the district's goals align with the

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department; thorough knowledge and understanding of developing effective partnerships and implementing strategic communication plans; thorough knowledge of departmental directives and policies; governmental functions and organization at the State and local level; performance measure development and assessment; and the laws, rules, and policies of the State of California related to effective program management.

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 clearly and 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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; ability to research, understand, interpret and articulate applicable employment laws, rules, and regulations; analyze and apply principles and precedents to particular sets of facts; identify and analyze problems related to policy violations; evaluate and consider all factors and develop effective corrective action plans and make recommendations; establish and maintain project priorities; develop and effectively utilize all available resources; develop, monitor, maintain, and improve standards for excellent customer service to internal and external partners; and effectively contribute to the department's equal employment opportunity and equity goals and objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make critical decisions independently that will reflect positively for the district and the department; cultivate a team environment; develop and provide alternative solutions to complex problems; establish good working relationships with district and headquarters staff who are key to the success of the district. Poor decisions 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 and/or compensation; assessment of penalties and/or fines resulting in monetary loss to the state; compromise the district's position in legal claims and/or lawsuits, and damage the district's credibility with internal and external partners. The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's 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 District Discipline Specialist independently confers and communicates with district employees, supervisors, managers, and executive level staff within the district office location. The incumbent also interacts with staff in various headquarters programs, as well as the public, local agencies, and other state and federal agencies. The incumbent is expected to develop and maintain good working relationships and deliver quality customer service to all internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to use a computer and various computer 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. Must be open to change and 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 obstacles, as well as create 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, or 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, managers, and executive level staff. Must be able to work independently and be willing to travel as necessary to other work locations within the district boundaries, other district offices, headquarters, and partner agencies to execute work assignments as needed, which may require working outside regular work hours.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with office temperature, as the result of fluctuating building temperatures. Incumbent may also be required to travel to and from field office locations throughout the district, including other district office locations, headquarters, and throughout the state. As part of routine job duties and oversight of the district's business management services program, may be required to work outdoors where s/he may be exposed to dirt, noise, uneven surfaces, and/or extreme cold or heat. 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, 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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