

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	DBO/Administrative Services/ Administrative Support Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Facilities Contract Administrator/Analyst	702-035-5157-XXX	07/01/2026

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

GENERAL STATEMENT:

Under the supervision of the Administrative Services, Branch Chief (Supervisor I), the incumbent/Contract Administrator (CA) performs contract analyst and contract coordination functions and is responsible for managing, and maintaining a comprehensive inventory of all Division of Business Operations (DBO) Facilities contracts. The incumbent also serves as a DBO CAL-Card Holder and provides administrative support on a variety of issues, special projects, and initiatives.

CORE COMPETENCIES:

As an Analyst I, 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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, Stewardship)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity)
- 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. (Employee Excellence - Integrity)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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 - Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety - Collaboration, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Responsible for performing contract administrative functions for Facilities procurements within the DBO. Collaborates with Contract Managers (CMs) to determine appropriate solicitation methods and ensures all procurement actions comply with the State Administrative Manual (SAM) and departmental policies. Administers executed contracts and processes invoices using the CGI Advantage accounting system. Monitors contract balances, funding levels, and terms to lapses or premature depletion of funds, and coordinates timely renewals, amendments, and new contract requests. Identifies discrepancies or compliance issues, recommends corrective actions, and works closely with CMs to resolve them promptly.

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30%	E	Collaborates with CMs to develop, maintain, and regularly update a master inventory of contracts and service agreements. Leads recurring meetings with CMs to review contract status, monitor pending and active agreements, and identify issues and risk areas requiring action. Develops and maintains spreadsheets and timelines to track contract costs and expenditures, including invoice review, encumbrance tracking, and overall encumbrance management, ensuring charges are accurate and properly recorded. Reviews monthly expenditure reports reflecting allocations, expenditures, and projections; analyzes trends and variances; and recommends corrective actions as needed. Works with management to identify and address budget needs for active and inactive contracts. Supports the DBO budget process by analyzing funding requirements and preparing Additional Needs Requests for contract and support services. Assists with budget-related projects, financial reports, projections and tracking tools. Analyzes actual expenditures by unit and compares projections and spending patterns against encumbrances, prior-year expenditures, and allocations to ensure accuracy and consistency. Coordinates with the Resource Planning and Policy team and/or the DBO Facilities Manager, to secure and confirm contract funding and approvals.
20%	E	As an authorized CAL-Card (CC) Holder, coordinates and completes purchases for office supplies, services, minor and major equipment, and furniture on behalf of the DBO in compliance with all purchasing requirements. Collaborates with CMs to research and resolve complex procurement issues and communicates with the Division of Procurement and Contracts (DPAC), Information Technology (IT), the Division of Accounting, and other entities as needed to obtain detailed purchasing and contracting information and guidance. Reviews and processes purchase documents prepared by CMs to ensure completeness and compliance. Maintains an active CC account and accurately tracks invoices, receipts, and vendor payments, ensuring timely order fulfillment and delivery. Participates in recurring CC and procurement meetings with the DPAC, distributes policies and procedural updates to appropriate staff, and maintains current knowledge of state and departmental purchasing requirements.
5%		The incumbent provides backup support to other team members on an as-needed basis, including the non-Facilities CA, where workload or staffing needs require. Attends meetings regarding special facilities related contracts and procurement.

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
N/A

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have a good working knowledge of all laws and regulations related State Administrative Manual, and Department of Transportation policies, procedures and standards. The incumbent must also be aware of contract management procedures and policies and procurement procedures and policies. The incumbent must have a general knowledge of the state budget process and fiscal monitoring procedures.

The incumbent must have the ability to work cooperatively with people both in person, virtual, and through telephone communication: collect, develop, categorize, and summarize information; write clear and concise correspondence and instructions, technical analyses and must have an aptitude for using automated office equipment and database computer software programs. The incumbent must possess strong analytical skills and exercise sound judgment.

This position is responsible for assisting with complex problem solving. The incumbent must be well versed in all aspects of completed staff work and analytical skills. She/he must be able to write justifications. The incumbent must be able to utilize computer software and monitor various projects simultaneously.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent's role is critical to the Administration's ability to successfully manage contracts, finances, and operational responsibilities. The position requires strong judgement, professionalism, and effective communication, as errors could lead to financial mismanagement, noncompliance with legal and policy requirements, and poor management decisions that affect departmental operations. The work also supports compliance with workplace safety obligations (labor code section 6401.7) and proper administrative controls. Failures in performance could contribute to safety risks, service disruptions, fiscal overruns, and potential legal and financial liability for the department and the State of California. Overall, the position significantly influences service quality, accountability, and the division's credibility.

POSITION DUTY STATEMENT

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PUBLIC AND INTERNAL CONTACTS

The incumbent regularly interacts with staff at all organizational levels, Headquarters offices, other state agencies, vendors, contractors, and members of the public. As a representative of the State of California and Caltrans, the incumbent is expected to consistently demonstrate professionalism, sound judgement, and courteous conduct in all communications and actions. The position maintains ongoing day-to-day coordination with the DPAC, the Division of Accounting, Information Technology Liaisons, and CMs, to support contract administration, purchasing, and related administrative functions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Works is primarily performed in a climate-controlled headquarters office environment under artificial lighting. The incumbent may be required to sit for extended periods while using a keyboard and computer monitor and must be able to maintain focus for prolonged durations. Duties also include periods of walking and standing, frequent keyboard and computer use, and sufficient manual dexterity to perform standard office tasks. Occasional bending, stooping, and kneeling may be required, as well as the ability to lift and move items weighing up to thirty (30) pounds.

Mental: Must demonstrate the ability to multitask, adapt to shifting priorities, and maintain concentration for extended periods. The incumbent is required to organize and prioritize assignments effectively, manage multiple workload requests, and respond appropriately to competing and conflicting deadlines. Must be able to read and interpret a variety of accounting and budgetary documents and produce completed staff work on short notice while meeting strict time constraints.

Emotional: Requires frequent verbal and written communication with external customers and individuals at all organizational levels. The incumbent must work effectively and cooperatively with a wide range of personalities and maintain a consistently professional, respectful, and tactful approach. Must be able to calmly manage difficult or irate individuals and resolve emotionally charged situations in a reasonable and diplomatic manner. The position requires resilience under pressure, the ability to remain focused and positive during challenging circumstances, and sound interpersonal judgement. The incumbent should be adaptable to change, open to new information, and able to adjust behavior and work methods in response to evolving conditions. Supports a collaborative work environment that encourages participation, initiative, and constructive problem solving.

WORK ENVIRONMENT

Duties are performed in a modern, climate-controlled office environment with a mix of hard-walled and modular furniture design. The primary workspace is a modular cubicle under artificial lighting and includes computer and telecommunications equipment. Building temperatures may occasionally fluctuate due to periodic heating and air conditioning issues. The position may be eligible for telework, subject to departmental approval and operational needs in accordance with Caltrans telework policy. Employees must be able to report to the worksite on short notice when required. Occasional travel may be necessary and is conducted using a personal vehicle, state-owned vehicle, or light rail, as appropriate.

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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION DBO / Administrative Services / Admin Support Unit	
WORKING TITLE Contract Administrator/Analyst	POSITION NUMBER 702-035-5393-xxx	REVISION DATE 03/02/2026

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

GENERAL STATEMENT:

Under the supervision of the Administrative Services, Branch Chief (Supervisor I), the incumbent/Contract Administrator (CA) performs contract analyst and contract coordination functions and is responsible for managing, and maintaining a comprehensive inventory of all Division of Business Operations (DBO) Facilities contracts. The incumbent also serves as a DBO CAL-Card Holder and provides administrative support on a variety of issues, special projects, and initiatives.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity, Employee Excellence - Innovation, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Stewardship)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity, Employee Excellence - Innovation)
- 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. (Prosperity, Employee Excellence - Innovation, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, 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 - Equity, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, 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. (Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Responsible for performing contract administrative functions for procurements within the DBO. Collaborates with Contract Managers (CMs) to determine appropriate solicitation methods and ensures all procurement actions comply with the State Administrative Manual (SAM) and departmental policies. Administers executed contracts and processes invoices using the CGI Advantage accounting system. Monitors contract balances, funding levels, and terms to lapses or premature depletion of funds, and coordinates timely renewals, amendments, and new contract requests. Identifies discrepancies or compliance issues, recommends corrective actions, and works closely with CMs to resolve them promptly.

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5%		The incumbent provides backup support to team members as needed, based on workload and staffing demands, and participates in meetings related to contracts and procurement, including those involving facility-related items.

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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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