

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst III	OFFICE/BRANCH/SECTION D6 Administration/Business Management	
WORKING TITLE Performance Support Analyst	POSITION NUMBER 906-001-5402-918	REVISION DATE 07/15/2026

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

GENERAL STATEMENT:

Under the general direction of the Supervisor II, Chief, Office of Business Management, the Analyst III (Performance Support Specialist), serves as the district's advanced journey-level analyst and technical expert. The incumbent provides high-level consultation, strategic advice, and technical guidance to all District 6 managers, and supervisors regarding the most critical, complex, and sensitive disciplinary issues, policy implementation, and employee progressive discipline. The Analyst III evaluates, researches, and standardizes internal district-wide policies and procedures, coordinating their implementation to ensure regional operations align strictly with department goals and mitigate legal risk. activities The incumbent plans, coordinates, and conducts highly sensitive, confidential investigations involving ethics violations and other complex claims/complaints. The Analyst III ensures timeliness of investigations and delivery, and compliance of all investigations with the highest legal and ethical standards, and may represent the District as settlement authority in administrative law hearings.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Integrity, 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. (Employee Excellence - Collaboration, 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. (Equity, Employee Excellence - Collaboration, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Integrity, People First)
- **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. (Safety - Equity, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, Innovation)
- **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)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity - Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Provides advanced consultation and technical guidance to District 6 deputies, managers and supervisors regarding the strategic implementation of the Preventive and Corrective phases of Progressive Discipline. For the Preventive Phase, coordinates regional compliance, leading district-wide efforts for training and communication on complex departmental policies. For the Corrective Phase, serves as the advances analytical resource to make recommendations on the review and resolution of corrective memorandum, working with subject matter experts in the Office of Discipline Services (ODS) on complex corrective issues. Confers with various areas of headquarters, including Audits and Investigations, Discrimination Complaint Investigations Unit (DCIU) HQ Health and Safety Management, Labor Relations, Legal Division, and ODS concerning employee matters on behalf of managers and supervisors. Develops all actions, including the most complex and sensitive actions related to workplace violence, sexual harassment, discrimination, information technology abuse, etc. Ensures employees' due process rights to adequate notice are satisfied, properly addresses prior warnings given to employees by supervisor, and confirms the actions will meet all legal pleading requirements. Prepares and arranges service of notices for Rejection on Probation, Absences without Leave (AWOL) separations, non-punitive and medical terminations. Reviews and provides edits on Reports of Probationary Performance and Annual Performance Review documents including monitoring compliance. Is the first point of contact to assemble and complete ODS-001 (Request for Discipline) forms for adverse action, rejection during probation, and AWOL separations. Submits reviewed form and documents to ODS Office Chief for assignment.
30%	E	Develops and provides advanced training to D6 managers, supervisors, and superintendents, on managing employee performance, maintaining proper documentation, preparing corrective memorandum, and administering progressive discipline. Manages, analyzes and maintains the progressive Discipline and Adverse Action spreadsheet with results of actions, settlement agreements, and State Personnel Board (SPB) rulings. Attends monthly WEBEX and TEAMS meetings. Also oversees Diversity Equity, and Inclusion Awareness and efforts for all District 6 programs. Independently investigates and reviews reports of alleged ethics policy violations with direction from the Deputy District Director of Administration (DDDA) which may include traveling; gathering witness statements; analyzing, and evaluating testimonies and evidence received. Prepares complex, neutral, and timely summaries after review of complaints and shares with the DDDA. Complaints may include, but not be limited to, WPVP, EEO, Ethics, and Vehicle Misuse incidents. Monitors, follows up and tracks all district investigations completed by headquarters investigatory offices and implemented disciplinary actions as recommended by ODS.
15%	E	Oversees, tracks, and attends district discipline training for managers, superintendents, and supervisors on maintaining proper documentation, preparing informal corrective action, and administering Progressive Discipline. Provides high-level analytical consultation to management, executive staff, supervisors, ODS, Labor Relations (LR), Office of Employee Health and Safety, and the Division of Human Resources when reviewing final action and settlement agreements. Distributes notices and responds to general correspondence and inquiries.
5%	M	May attend and provide settlement authority for SPB and CalHR settlement conferences with ODS on behalf of the District and the DDDA. Works cooperatively with the District Safety Manager, a Supervisor I, to monitor current, coexisting cases. Works cooperatively with Office of Performance Support (OPS) to ensure adequate coverage of workload for all District 6 functional divisions, by regularly meeting with co-OPS managers, Supervisor I's, to ensure adequate monitoring of all current, coexisting cases.

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 functions as an advanced specialist who provides technical guidance, consultation, and analytical support 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 and principles of practices in the public and business administration, including personnel management, classification and pay issues , labor relations, employee supervision, and development and training. Knowledge of Caltrans policies and procedures, safety, health, EEO and WPVP objectives, as well as principles and practices with particular reference to the laws governing public offices and agencies. Demonstrate positive attitude and commitment and conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers. Ability to research, understand, interpret and articulate applicable employment laws, rules and regulations; analyze and apply principles and precedents to particular sets of facts; deal tactfully, professionally, and confidentially with all internal and external customers and contacts. Must be able to identify and analyze problems related to violations of policy. Must

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

be able to evaluate and consider all factors and effectively develop corrective action to react to any changes. Must be able to reason logically and creatively and utilize a variety of analytical techniques in developing realistic conclusion and effective solutions to complex problems. Must be able to recognize potential district programs and initiate or make recommendations for corrective measures. Must be able to research, analyze and make recommend actions on a broad range of general administrative issues and problems. Must have comprehensive knowledge of the Department's entire development and control process, including principles of administration, organizational and management practices. Must be able to communicate effectively, both orally and in writing. Open communication is critical with both internal and external partners, including, but not limited to, ODS management and staff. Must possess the ability to express and present ideas and information effectively, develop and maintain good working relationships with external and internal partners. Must have the ability to make presentations, use of good judgment for project analysis and be able to handle multiple priorities. Must have the analytical skills to handle a variety of personnel and management problems. Must be able to analyze situations in an impartial manner, develop alternatives and recommend an effective course of action. Should be familiar with modern technology and its application in the Department. Requires extensive knowledge of all departmental policies and procedures as well as public administration and education, and techniques of preparing producing and disseminating information. Must have excellent communication skills and present ideas and information effectively, both in oral and written formats; must be able to represent the Department effectively in a variety of complex and sensitive environments. Must be able prepare and deliver presentations to small and large groups; act in a lead capacity; prepare clear, concise reports with meaningful statistical data; be proficient in using a computer with programs such as Word, Excel, Access, etc. Ability to analyze various situations that arise and determine an effective course of action. Must be able to prioritize workload to meet deadlines. Analytical skills are necessary in order to research and accurately apply appropriate laws, rules, and policies and make sound recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has responsibility for providing a positive image of the Department. Without detailed supervision, provides responses to management and internal/external customers. Must be receptive to sudden change and apply initiative to incorporate changes and resolve problems with minimal disruption to the District. As a management liaison, must maintain excellent working relationships with other managers to assure reputation and credibility of the District remains impeccable. Improper direction and recommendations could severely impact managers' and supervisors' ability to discipline employees. This could result in loss of management's confidence in the discipline process. Responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., 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 employee's confidential information may damage the Department's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Incumbent will interact with all levels of staff including management, other public entities (State, Local and Federal), Caltrans families and co-workers. Must have good virtual meeting, telephone and e-mail skills and be able to deal with others in a courteous and professional manner. Incumbent will independently confer with all levels of district Caltrans directorate, management and staff, employee representatives, Legal Division attorneys, Audits and Investigation Office, DCIU, and SPB. Handles the more difficult queries with competence and integrity. Incumbent must be able to communicate effectively with Headquarters functional managers, regional managers, district managers/supervisors, and individual employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to determine and execute an effective course of action while under pressure. Must be able to travel overnight and long distance. Must be able to organize and prioritize large volumes of varied documents and tasks. Must be able to sit and/or stand for long periods of time and perform tasks utilizing a personal computer and telephone. The workload is subject to frequent, substantial, and unexpected changes within a short time period. Requires ability to resolve emotionally charged issues reasonable and diplomatically. The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses. Must have the ability to apply sound judgment in problem solving. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to create a work environment that encourages creative thinking and innovation. May also be required to speak in front of large groups or represent the department at various meetings. Employee will be required to sit for long periods of time using a computer keyboard and terminal, or while traveling in a vehicle; must have ability to develop and maintain cooperative working relationships; be a self-starter; respond appropriately in difficult situations.

WORK ENVIRONMENT

While at their base of operations, the incumbent will work in a climate-controlled office under artificial lighting; however, due to unexpected heating and air conditioning problems, building temperature may fluctuate. Employees will be required to travel to district office and field locations throughout the State to interview staff, gather information, appear at hearings, and make presentations to managers and supervisors.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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