

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION D9 Project Development - Engineering - Branch A-H	
WORKING TITLE Office Support Administrator	POSITION NUMBER 909-206-5393-911	REVISION DATE 07/02/2026

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

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the incumbent will perform professional level technical and analytical administrative work, responsible for preparing equipment purchases, both IT and non-IT, service contracts, and office supply purchases. In this position, the incumbent is responsible for all day-to-day administrative functions of the office, act as the supervisors support for all personnel actions involving activities related to hiring, serve as the offices training coordinator, records custodian, equipment and vehicle coordinator. Other responsibilities will include assistance with coordination of lease vehicles; cell phones; payments to vendors and coordination of processing billings with outside agencies and working with HQ Accounting Office; preparation and upkeep of personnel information and training records.

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. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Equity - Pride)
- **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. (Safety - Integrity)
- **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 - Pride)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Responsible for administering all purchase requests for the Project Development Engineering Branches. This includes coordinating and arranging purchases for major and minor equipment, IT and non-IT service contracts, and general office supplies. Determines the best avenue for procurement, while meeting all procurement procedures/policies outlined in the Departments Acquisition Manual. Reviews and verifies receipt of supplies, payments to vendors, and that all are handled within policy guidelines. Serves as the Office Liaison and provides correspondence to external customers, including documentation required by the Division of Procurement and Contracts, Division of Accounting and IT Department. Maintains data files for the availability of funds for all types of expenditure commitments and purchases.

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30%	E	Provides management with monthly/quarterly status updates through input from the office and Branch Chiefs for reports gathered from PRSM, Info-Advantage, leased vehicle invoices and Voyager Fuel purchases. Involved with performing cost analysis, reviewing extra work bills, change orders and estimate processing. Maintains databases for estimates, change orders, claims, etc.
15%	E	Assist with compiling data and preparing reports as required by Regional Water Quality Control Board (RWQCB), Environmental Protection Agency (EPA), D9 Construction, and headquarters Construction and Design. Other duties as assigned withing the specification of the classification such as making copies, setting up and scheduling meetings, picking up and delivering mail, picking up samples on construction projects, preparing and shipping documents, samples and other items.
10%	E	Analyst II acts Vehicle Coordinator to ensure vehicle usage compliance. Provide ad-hoc reports for management as needed. Maintain office equipment and supply inventory database. Setting up project files using the standardized methods in the Design and Construction Manuals.
5%	M	Analyst II serves as the offices Records Custodian. As such, the incumbent is responsible for ensuring that all records are maintained, archived and/or destroyed in accordance with the State Administrative Manual policy and Department retention schedules.

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

The position does not supervise others. May serve as a lead for functional guidance in training and assisting less experienced technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have detailed knowledge of Caltrans organization, department policies and procedures. Must be able to independently interpret internal and external information and offer solutions to management and the division, prepare technical correspondence and complete comprehensive reports for District Management and Headquarters. Must be able to effective communicate orally and in writing with people at all levels of headquarters management, District, Region, and external groups and must be able to apply and communicate this knowledge effectively on a consistent basis. Must have an understanding of the Department's requirements to deliver Project Delivery products on schedule and within budget.

Incumbent must also have the ability to plan and organize work, and must work effectively and efficiently with others. Must possess the ability to anticipate technical issues and potential concerns. Ability to analyze and interpret allocation, expenditure, and asset categories and be able to extract resource information from expenditure reports. have the ability to effectively use PC-based software programs for presentation or database purposes. A working knowledge of PRSM program. Experience extracting, evaluating and analyzing large quantities of data from various sources. Strong analytical skills and experience to evaluate existing processes and recommend process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out duties. Consideration of all input is crucial to reaching conclusions and taking appropriate action on various issues. Incumbent must be able to anticipate problems and identify issues that may affect products and service of the program. Errors, poor judgment or failure to recognize and communicate critical issues could result in missed deadlines, misuse of resource allocations, delay of lack of project delivery, loss of programmable funds, and damage to the District's working relationship with our customers.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are required on a continuous basis at various levels within the district and headquarters. This contact is necessary in order to plan, monitor, track and implement various elements for the Project Delivery Program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multitask and adapt to changing priorities with short notice. Must be able to communicate effectively, and maintain a calm and professional demeanor in stressful situations.

The incumbent must be in good health, health that supports good attendance. He/she will be required to drive and operate a vehicle in a safe manner for State business.

The incumbent should be able to concentrate, analyze the situation at hand, and respond appropriately in difficult, emotionally charged and/or sensitive situations. He/she may be required to handle several issues at a time and should be able to identify problems and prioritize tasks.

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The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contracts in a professional manner.

WORK ENVIRONMENT

The majority of work performed while in office assignments will be in a climate-controlled office environment and within a work cubicle or work area under artificial lighting. Occasional travel within the State will be required to attend various meeting, training, conferences or seminars. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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 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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered 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
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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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