

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Division of Maintenance/Office of Resource Management	
WORKING TITLE Major Maintenance Support Analyst	POSITION NUMBER 913-660-5393-030	REVISION DATE 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 Branch Chief of the Office Major Maintenance Support, a Supervisor I, the Analyst-II will function as the Major Maintenance Support Analyst for the Highway Maintenance (HM) Programs. The incumbent is responsible for tracking major maintenance projects and reporting on project allocations and expenditures.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, 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 - Collaboration, Innovation, Integrity, Stewardship)
- 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 - Collaboration, Innovation, Integrity, Stewardship)
- 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, Innovation, Integrity, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, 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, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Working closely with the HM Program Advisors, will track projects through the Office Engineer or DPAC process to completion. Monitors project allocations and expenditures for the HM programs and identifies potential excess funds for reinvestment. Coordinate with Office Engineers to assure projects are advertised appropriately based on the Maintenance Work Plan. Coordinate with Division of Accounting and District Project Control to ensure funds are encumbered based on planned funding. Work with District Maintenance Engineers and Project Control staff in resolving any project overruns or under runs and make expenditure adjustments if necessary.
25%	E	Review work plans and ensure project information and support resources are accurately captured on the statewide list. Work with HM Program Advisors, Reviewers, and District Maintenance Engineers in resolving any issues regarding work plans. Ensure only approved projects are authorized for advertisement. Review award documents to ensure project allotments are accurate and projects are coded appropriately in Advantage. Act as a liaison between Program Advisors and HQ Maintenance Budget staff on any funding needs and issues related to HM projects.
15%	E	Lead Analyst on HM Program studies which will involve collection of data, interpretation of findings, and documentation and reporting of findings in a structured format. Interpret data to calculate additional support resource needs. The Analyst-II leads in the development of the HM Program checkbooks and works closely with project engineers providing functional direction and guidance to resolve funding issues district specific and statewide.
10%	E	Prepare power point presentations for Districts and provide training to the Districts sharing tools to assist in managing allocated resources for Major Maintenance projects. Regarding historical, allocated, encumbered and expended amounts.
5%	M	Assist in the coordination of Statewide meetings and the Management Leadership Academy (MLA) presentations.

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a complete journey level understanding of the Department's financial reporting processes, as well as the ability to navigate the various financial accounting systems. Incumbent must also be familiar with the Department's contracting processes. Incumbent must have an understanding of the Division of Maintenance's strategic plan (business plan). Incumbent must have a high level of expertise in communicating effectively in writing and orally; working cooperatively with all management; negotiating resolutions to issues or problems accomplishing goals; being sensitive to and working with political interests; and making effective presentations. This position requires the ability to interpret fiscal data and provide multiple budget model options to enable the optimal management decisions. This work involves varied degrees of analysis including problem exploration and definition, planning, and designing the approach and sequence of steps, collection of data, interpretation of findings and documentation and reporting of recommendations to management in a structured, professional manner. It requires the ability to identify the relative merits of critical operations determined from analysis to support determining optimal courses of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for identifying, recommending, and implementing the Division of Maintenance's Major Maintenance Program such that optimal accomplishment of the Division's goals and objectives are met. Consequences of error include the potential for over/understating program financial requirements and mis-allocating resources between districts, resulting in sub-optimizing the implementation of the program strategic plan and/or leaving resources over or under spent. Additionally, the Legislative mandated the development of a 5-Year Maintenance Plan. This plan is monitored by the Department of Finance, the Legislative Analyst Office and the Legislature. Failure to deliver the Plan, including the necessary project and corresponding resources, would be detrimental to the Program and the Department, results in a loss of credibility with the potential of impacting future funding requests.

PUBLIC AND INTERNAL CONTACTS

The incumbent has close contact with the District HM Engineers, Headquarters (HQ) HM Program Managers, and HQ Program Advisors, Region Managers, and Headquarters Office Chiefs. Incumbent will also have contact with Office Engineers, District Budget staff, Accounting, and other governmental agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time while analyzing data and using a keyboard to input data into

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spreadsheets and reports.

WORK ENVIRONMENT

The incumbent will work in an office building in the area of Sacramento, on the second floor of a two-floor building. The office environment is modular-open space in a team setup. Meetings are held at various sites statewide.

Statewide travel is required.

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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