

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Program Project Management	
WORKING TITLE Analyst II	POSITION NUMBER 908-221-5393-911	REVISION DATE 06/17/2026

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 I, Office of Program and Project Management, the Analyst II is responsible for a wide variety of highly critical and technical budget analysis in support of the Division of Program Project Management (PPM). The Analyst II is responsible for resource management, budgetary, and administrative support to facilitate project and program delivery. In this capacity, the Analyst II coordinates with Project Managers, District Project Control, and HQ Budgets, and analyzes project funding types and funding lines for proper accounting setup. The incumbent may be required to travel occasionally for training or meetings, both locally and statewide.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, 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, Equity, 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. (Equity, Employee Excellence - Collaboration, Integrity, People First, Pride, 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, Equity, Innovation, Integrity, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Integrity, People First, Pride)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration, Equity, Integrity, People First)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	The Analyst II is responsible for independently working with CGI Advantage and Enterprise Datalink to accurately track fiscal year project allocations; prepares monthly reports of current project expenditures combined with projected future expenditures and encumbrances to forecast the Division's estimated spending for the fiscal year; analyzes the projected funding surpluses and/or shortfalls and makes recommendations to management on strategies to keep expenditures within the fiscal year allocations; and analyzes and prepares other expenditure/projection reports as requested by management. The Analyst II serves as the Division liaison with Administration-Budgets, HQ-Accounting and DPAC to provide information on Division resources and to request allocation and expenditure adjustments as needed.
30%	E	Assists the Division and Supervisor I with reviewing projects as requested and analyzing funding types and funding lines for local and in-house transportation projects. Independently coordinates with Administration-Budgets/District Project Control, HQ Budgets, Project Managers and Contract Managers to ensure appropriate project funding is in place for time charging, invoice payments, contract payments, and reimbursable payments based on CTIPs, Coops, CTC votes and other programming documents. Independently analyzes and verifies project program codes and funding codes are established correctly, and ensures budget and account codes are accurate per the accounting manual and CTC votes. Processes project phase requests relating to phase openings, closings, funding changes, and others. Coordinates with project managers on establishing subvention authority based on executed Coops to have legal authority to expend local / federal funds. Understands the steps for establishing BQ69 Budget and creating the BQ40 funding profiles for projects.
30%	E	Compiles and interprets data from various sources including databases such as CGI Advantage, Enterprise Datalink, and FileMaker Pro. Assists in generating statistical reports related to personnel service, operating and contract expenditures. Analysis includes but is not limited to producing pivot tables, trend charts/graphs and VLOOKUPS. Assists in monitoring and tracking hiring activity in the Capital Outlay Support program related to data such as current staff position numbers, classifications and vacancies. The incumbent shall assist in maintaining internal tracking systems which may include excel workbooks and internal databases.
10%	M	Updates programming databases such as PRSM and WPS/FileMaker Pro based on milestone completions and actions taken by HQ Programming, Federal Resources, and the CTC. Applies the Department's current Federal Aid policy to determine and maintain federal eligibility for projects that are eligible for federal participation. Assists in researching discrepancies and in the preparation of data analysis presentations as needed. Assists Division staff with general inquiries as needed. Performs other job-related duties within the scope of the classification 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

None. May act in a lead worker or team leader capacity. Training other staff may be required.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall have knowledge of the Department's purpose, organization, policies, and procedures and an understanding of the Department's mission, vision, goals and objectives. Must be able to independently analyze situations and make decisions; must be able to interpret and implement policies, agreements, and contracts. Shall be able to maintain accurate records and take action independently.

The incumbent shall have the ability to work closely and effectively with others and be able to communicate effectively, both orally and in writing. Must be able to follow oral and written directions, be self-driven and reliable. Must be able to present ideas and information, both orally and in writing. Must be able to determine priorities and maintain accurate records. Must have good organizational skills and be able to discern what information is needed. Must be able to demonstrate a positive attitude and a commitment to conduct business in a professional manner; to reason logically and to utilize a variety of analytical techniques to resolve problems, develop and evaluate alternatives. Must have the ability to perform professionally, follow oral and written directions, evaluate directions accurately and take effective action.

Must be able to operate a computer with Windows operating system and be proficient in Microsoft applications (Excel, Word, Power Point, Outlook, Teams). Must have knowledge and be familiar with FileMaker Pro and web-based applications such as Datalink Enterprise and CGI Advantage. Must be able to work with and maintain tracking databases.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for completing complex tasks within the Division. Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, loss of funding, mismanagement of limited resources, poor employee morale, adverse office relations, and the ability of Caltrans to deliver its work on schedule.

PUBLIC AND INTERNAL CONTACTS

The incumbent will assist the Supervisor I by contacting and meeting internally and externally with Caltrans Divisions, local agencies, consultants and Department staff as needed to complete assignments. The contact may occur in person, by phone, email, or written documentation. Must maintain strong working relationships and open communication with the Program and Project Managers, Functional Managers, District Management, District Staff, and Headquarters personnel. The incumbent is expected to be courteous and provide excellent customer service to all internal and external contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to sit for long periods of time using a keyboard, display monitor(s) and telephone for long periods of time. The position requires manual dexterity to operate and view a computer on a daily basis. Other physical activities include accessing files, manuals and other resources at various Caltrans and external offices.

Mental:

The incumbent will be required to sustain the level of focus needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings, and be able to focus beyond the distractions of traffic, weather, disaster, and the stress of short time-frame delivery of work. The incumbent must be able to absorb new information and policy changes, and be able to adjust to changing circumstances while continuing to provide quality services to the Project Management team and other Divisions. Must be detail oriented with the ability to produce accurate work on a consistent basis.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. The employee must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. The work environment is an open-space cubicle. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display monitor. Keyboard use may be up to a minimum of 75% of the time. May require employee to work overtime and vacations may be restricted during expected and/or unexpected peak workload periods. Incumbent may be required to travel to off-site locations for meetings and training.

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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
------------------------	------