

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Policy Branch	
WORKING TITLE Policy Analyst	POSITION NUMBER 702-019-5393-130	REVISION DATE

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 Supervisor I, the incumbent performs the more responsible, varied, and complex full journey-level analytical duties in the Division of Procurement and Contracts (DPAC). The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations. The incumbent is expected to be an expert on and stay abreast of developments and changes with laws and regulations that can affect the department and/or division; work with customers individually and in task teams to review pertinent data and ensure activities are performed in accordance with State, Federal, and departmental laws, policies, standards, and controls; partner with control agency representatives, Caltrans Legal counsel, and Caltrans Information Technology staff, as necessary to resolve administrative issues and facilitate improvements; accomplish tasks in accordance with all applicable statutes, regulations, and guidelines imposed by State control agencies and established levels of service for DPAC; and communicate findings through reports, memorandums, and presentations.

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. (Climate Action - Integrity, Pride, 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. (Employee Excellence - Integrity, 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. (Safety, Climate Action, Employee Excellence - 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration, Integrity, People First, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Innovation, Pride, 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 - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Act as the DPAC Legislative Coordinator by examining legislative bills; conducting research; soliciting feedback from various business areas, as necessary; and analyzing the impact of proposed legislation on Caltrans and DPAC business processes. Lead meetings with management to present findings and discuss possible implications. Formulate formal Bill Analysis responses to communicate DPAC's position and potential impact on Caltrans to Legislative Affairs Division. Monitor legislation activity and provide detailed reports regarding the impact of legislation on various business processes.
25%	E	Act as the Affordable Care Act (ACA) Coordinator. Partner with the California Department of Human Resources (CalHR) and California State Controller's Office (SCO) to comply with the provisions of the Federal Patient Protection and Affordable Care Act. Identify contracts that may contain Common Law Employees (CLE) and partner with Caltrans Contract Managers to conduct contract analyses and gather CLE information, as necessary. Compile CLE information and provide to SCO on a monthly basis.
25%	E	Act as the State Agency Buy Recycled Campaign (SABRC) Coordinator. Partner with the California Department of Resources Recycling and Recovery (CalRecycle) to develop and deliver training to Caltrans SABRC Liaisons on an annual basis. Monitor departmental compliance with SABRC requirements by conducting quarterly compliance reviews. Work with appropriate DPAC staff and Caltrans SABRC Liaisons to compile data, compose justifications, and submit SABRC Annual Report to CalRecycle.
15%	M	May act as backup to other analysts. Regularly participate as a member of a team to brainstorm, develop solutions, and draft recommended alternatives in response to administrative problems. As a peer reviewer, review drafts to ensure compliance with applicable laws, policies, and standards. Assist with the coordination of Boilerplate Management Activities; Forms Management; Audits, Compliance Reviews, and/or Delegations; and reporting.
5%		Perform other duties 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
No direct supervision; however, may act as a lead analyst.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
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The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, and State contract and procurement processes. Must have knowledge of methods and techniques of effective team or conference leadership. Must have the ability to read, understand, and apply laws, rules, policy, and procedures, including those found in the Government Code, Public Contract Code, SCM, SAM, Streets and Highways Code, applicable Federal regulations, and applicable regulations of Caltrans and the various control agencies. Must have the ability to act as a team or conference leader.

A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with some degree of independence. The incumbent must be able to make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the State by private contractors or labor unions. Poor judgment could result in delays in completion of the Department's or other agency's programs and loss of public trust.

PUBLIC AND INTERNAL CONTACTS
The incumbent works individually and in task teams to advise DPAC managers and customers regarding DPAC processes.

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Additionally, the incumbent is in frequent contact with all levels of Caltrans and DGS staff and staff of other State agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. Due to periodic problems with heating and air conditioning, the building temperature may fluctuate. Office space consists of modular furniture appropriate for this classification.

Minimal travel and outreach/training within the 12 Districts of California may be required, which may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

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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