

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	D12/Maintenance Field North Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Maintenance Hiring Analyst	912-610-5393-002	02/13/2026

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

GENERAL STATEMENT:

Under general direction of a Supervisor I, the Analyst II provides technical expertise in a wide variety of administrative activities. Will work individually, as a team player, and may act in a lead capacity. The Analyst II will be expected to consistently exercise a high degree of initiative, independence and originality in performing the assigned tasks. Duties include but are not limited to:

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Serves as Hiring Liaison for the North and South Field Maintenance Regions. Works with hiring supervisors and Human Resources (HR) to fill vacant positions timely. Consults with hiring supervisors to ensure hiring practices are in compliance with laws, regulations and policies. Assists Managers, Superintendents and Supervisors with the development of duty statement and coordinates with HR to ensure duties meet classification concept. Completes Personnel Action Request Form (PARF) packages and other personnel documents and requirements relative to hiring, promoting and transferring employees. Maintains existing and develops new intake processes for applications, creates and maintains hiring packages for supervisor use. Provides management with factual information as requested to address personnel issues such as researching and providing written documents from Memorandum of Understanding; support documentation from HR; policies and procedures, rules and regulations. Evaluates new departmental HR policies and directives, recommends and implement changes to business processes to ensure the division remains in compliance with all requirements. Responds to management and the Division of Human Resources on inquiries, prepares reports and maintains working files.
25%	E	Works with Managers, Superintendents, and Supervisors in the development of hiring justifications, advertisements, and organization charts and provides vacancy status. Tracks all required hiring documents through the District's Budget Office and the Department's HR Southern Service Center to ensure efficient processing. Researches and responds to questions that are related to the hiring process to ensure all policies and procedures are implemented. Independently gathers, researches, and evaluates the classification positions within D 12 Maintenance. Analyzes all pending PARF packages, establishes monthly interview schedules and provides weekly updates to management on related issues as well as resolutions. Advises management of mis allocations (e.g. supervisor and staffing ratio) and recommends resolution to ensure compliance with Caltrans Supervisory Guidelines. Consults and secures resolution with HR when allocation issues arise. Provides guidance to management on DHR Hiring Guidelines and procedures.
20%	E	Performs eligibility review for some of the following classifications. The list includes, but is not limited to: Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Tree Maintenance Worker, Caltrans Equipment Operator I, Caltrans Equipment Operator II, Office Technician (Typing), Staff Service Analyst (SSA). Interprets and applies the State Personnel Board Code of &171.1, Amount of Time Required to Meet Minimum Qualifications, &212, Use of Out-of-Class Experience in Meeting Minimum Qualifications, and Rule 250 Minimum Qualifications (Exception - SSA Transfer Exam). Perform1s review on the applicant's experience (including volunteer work, approved Training and Development, approved Out of Class assignment).
15%	E	Reviews the educational requirements including degree, licenses, credentials, and typing certificates. Reviews and calculates amount of time required to meet Minimum Qualifications. Completes the Minimum Qualification Verification Sheet for DHR Analyst to review. Perform all aspects of planning and preparing interviews for all Maintenance classifications. Print and copy applications. Prepare screening criteria documents; telephone and schedule candidates; coordinate panel members; distribute candidate packets; copy and distribute reference checks, Official Personnel File (OPF) forms and hiring selection memorandums. Email the Human Resources Hiring Liaison regularly for tracking and updating hiring decisions. Prepares and coordinates Post and Bid transfer packages consistent with Bargaining Unit 12 Memorandum of Understanding. Tracks and maintenances database and the list of bidders for vacant positions, works with Human Resources Southern Service Center to determine senior bidder, and negotiates release dates of selected candidates with supervisors. Consults with supervisors on rank and file vacancy issues and makes necessary recommendations to fill vacancies.
10%	E	Serves as the Authorized Telecommunication Representative (ATR) for Maintenance Field. Manage mobile phone lines with Verizon Wireless & T-Mobile through the portals and through vendor customer service representatives. Purchase upgraded mobile phones and accessories as needed. Assist the staff with setup/enrollment guide with a reassigned or upgraded mobile phone. Suspend phone lines as needed when a mobile phone is not being used or reassigned (such as staff retirement, transfers, vacant positions). Reset/wipe clear mobile phones to factory settings before reassignment if previous user has not reset it before returning it. Additionally, the liaison maintains and updates logs, databases, and email distribution lists, inputs employee Training in LMS, and prepares reports, charts, and tables, for management review and decision-making.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

5%	M	The Pull Notice Liaison orders, deletes, and distributes Pull Notices, monitors driving records, and flags poor driving histories. They consult with supervisors regarding license actions and consequences. The liaison schedules physical and arranges appropriate drug testing. They respond to prospective hires and assist with as necessary. As a member of Maintenance support team, provides back-up support for other team members. Performs other duties as needed.
----	---	---

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The Incumbent must have the ability to reason logically and creatively and utilize a variety of analytical techniques. The incumbent must be able to analyze data and present ideas and information effectively both orally and in writing. The incumbent should be familiar with Departmental prevailing wage and labor compliance requirements and issues. Must have computer skills such as Microsoft Word and Excel, must be able to provide thorough and completed staff work.

Ability: The incumbent must have the ability to read and write at a level suitable for successful job performance, in the work, keep accurate records, prepare completed work, analyze situations accurately and take effective action. The incumbent plans. Establish and maintain courteous, respectful and cooperative working relationships with a variety of people and agencies, both public and private. Ability to remain calm and productive in stressful situations. Willingness to show initiative, be self-motivated, take independent action and exercise good judgment.

Analytical: The incumbent must have the ability to analyze mathematical figures and maintain budgets, make estimates of future demands of purchases based upon past needs. Ability to analyze and interpret invoices and purchasing documents, to be able to analyze problems and determine alternative solutions, present ideas and information effectively. Analyze situations accurately and adopt an effective course of action. Adjust planned work accordingly, including emergencies when quick thinking is essential. Prepare correspondence, clear and comprehensive reports, and communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform in any aspect of the incumbent's responsibilities may have adverse effect on the Division of Maintenance to ensure compliance with contracts and state and federal requirements, including payment of late fees.

PUBLIC AND INTERNAL CONTACTS

Excellent verbal and written communication skills are desirable, as there is frequent contact with personnel in other branches, the general public, Public Information Office, and Maintenance personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for long periods. Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues. May be required to deal tactfully and courteously with public and staff under stressful and possibly adverse conditions, while maintaining focus. Reason logically, draw valid conclusions, make appropriate recommendations and adopt an effective course of action. This position must adhere to and provide the Department's highest customer service standards to both internal and external customers.

WORK ENVIRONMENT

The incumbent works in the District 12 Maintenance Support Division. This incumbent may be required to travel to other districts/regions in Southern and Northern California. The employee will be based at the Orange maintenance facility in a climate controlled environment under artificial lights, some duties and time will be spend outdoors. Weather conditions vary from cold windy and wet winter weather climate to hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, and extreme temperatures. The incumbent may be required to travel and work in other areas in the District.

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