

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION D06/Maintenance/Budget Office	
WORKING TITLE Position Control Liaison	POSITION NUMBER 906-600-5393	REVISION DATE 07/15/2026

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 the Chief of Position Control, Maintenance and Traffic Operations, a Supervisor I, the Analyst II position performs a variety of position control tasks. The incumbent is a position control specialist responsible for monitoring and managing authorized and blanket positions in Maintenance and Traffic Operations for District 6.

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)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Equity, Integrity, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- 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 - Collaboration, 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, Innovation, Integrity, Pride)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Collaboration, Innovation, Integrity)
- 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)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Incumbent determines position control activities, monitors and analyzes staffing levels, filled and vacant, prepares various staffing reports and acts as liaison between Division of Maintenance and Traffic, District 06 Administration, District 06 Position Management Branch, and Human Resources. Facilitates maintaining the Division's staffing levels by monitoring Position Action Requests (PAR), Post and Bid, Out of Class, Training and Development, and Exam Cert Online System (ECOS) activities; maintains the Position Request Log to track all personnel transactions. Prepares justifications for staffing additions, changes, and reclassifications.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Incumbent maintains accurate organizational charts and personnel rosters. Reconciles people-on-board equivalent (POBE) reports with the Division's organizational chart information and the Position Tracking Automated System (PTAS) reports. Provides support to the District 6 Budgets Position Management Office by reviewing, verifying and updating official published organizational charts, verifies and reconciles various staffing reports.
15%	E	Incumbent is responsible for pre-eligibility screening of applications, reviewing each for minimum qualifications for interviews selections for designated classifications. The incumbent works closely with Human Resources to ensure the most qualified candidates are hired following a fair and rigorous hiring process.
10%	E	Coordinates with hiring managers to obtain a duty statement, screening criteria, post and bid ads, and interview questions for each recruitment. Ensures vacancy advertisement documents are accurate and follow the Caltrans Division of Human Resources policies and guidelines. Provides technical guidance to managers and supervisors regarding laws and rules on personnel issues, policy and procedure changes, and policy implementation.
5%	M	Responsible to gather, evaluate and verify documentation submitted by applicants to ensure minimum qualifications and prerequisite skills are met. Obtain clarification of experience from candidate utilizing the Qualifying Experience form, if necessary. Coordinate with hiring manager to setup interviews, develop interview schedule, prepare interview binders for panel members, and verify interview appointments with candidates, verbally and in writing. Maintains applicant database in Access.

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 has no supervisory responsibilities; however, incumbent may be called upon to provide operational guidance with regards to Position Control.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to review each situation and determine appropriate action by exercising good judgment. Incumbent must have the ability to recall and retrieve data when requested. Must be able to organize, set priorities and to demonstrate independent initiative. Must possess the ability to communicate orally and writing in a clear and concise manner. Incumbent is required to read and write English proficiently, knowledge of business English and departmental correspondence policy and procedures. Must deal tactfully with the public and internal contacts. Must have knowledge of modern office methods and equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and ineffective communication skills could cause loss of needed resources, limit the effectiveness and credibility of the Maintenance and Operations Division and the District 6/Central Region's publicized organization structure.

PUBLIC AND INTERNAL CONTACTS

Must be able to write and speak effectively. The ability to communicate with and respond to the general public, other governmental agencies, as well as elected officials and their staff is essential. All contacts require a high degree of sensitivity, personality, respect and occasional confidentiality. Must be cooperative and foster healthy professional relationships with internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must have the ability to adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize a variety of assignments. May be subject to and have the ability to handle irate public in a calm manner.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. Due to periodic problems with the heating and air conditions, the building temperature may fluctuate.
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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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