

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Aeronautics	
WORKING TITLE Administrative Analyst	POSITION NUMBER 900-063-5393-XXX	REVISION DATE 07/27/2026

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 Aeronautics Division Chief, the Analyst II performs the more responsible, varied and complex technical and analytical staff services assignments. The Analyst II alleviates the Division Chief of administrative detail and reviews completed staff work and correspondence for executive reviews or distribution. The Analyst II develops programmatic documents, analyses, and responses containing administrative and programmatic content. The Analyst II also prepares and coordinates internal and external meeting logistics and communications and researches aviation topics as assigned.

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. (Employee Excellence - Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation)
- 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 - Pride)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - People First)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- 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, Prosperity, Employee Excellence - Innovation, 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, People First, Pride)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Prosperity, Employee Excellence - 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, Prosperity, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Conducts analytical studies to develop and recommend changes and improvements to current policies, procedures, and system developments to the Division Chief. Reviews, analyzes, and compiles data and correspondence to provide recommendations to the Division Chief on a administrative and program-related problems. Reviews completed staff work, including that of professional and journey-level staff, prior to the Division Chief's review. Edits and reviews all correspondence and reports to ensure proper content, format and grammar prior to the Division Chief's review and approval. Prepares materials for executive circulation or approvals, including for submittal to Director's Office Tracking System. Assists the Division Chief with scheduling, calendar management, travel reservations and completing travel expense claims.

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20%	E	Prepares communications to division staff. Coordinates equipment inventory and space planning records and requests for the division with Planning and Modal Programs Management and other administrative programs. Assists with procuring supplies. Serves as the division's training coordinator responsible for identifying and notifying staff of mandatory training needs. Maintains training records and the aviation safety officers' medical and licensing certifications. Assists with other division coordination tasks.
15%	E	Receives and tracks all incoming legislation assigned to the division for review. Researches aviation topics as assigned. Assists the Chief of Staff in coordinating the completion of plans, work products and special assignments including California Public Records Act requests.
10%	E	Coordinates internal and external meeting preparation logistics and communications. Prepares agendas and meeting summary notes.
5%	M	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
This position will have no supervision or guidance exercised over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of general business management principles and practices. The ability to work successfully both independently and as part of a team. The ability to establish and maintain cooperative working relationships. The ability to carry out assignments expeditiously and completely. The ability to collect, develop, categorize, maintain, and summarize information. Be capable of creative, logical thinking and open to new or different ideas and opinions. The ability to communicate clearly and effectively both verbally and in writing. Have a strong sense of customer service. Be familiar with current departmental policies, organizational programs, and practices in business plans and program management. Have a strong knowledge of the department's correspondence and records management process and policies. Have a strong working knowledge of spreadsheet (i.e., Excel/ Smartsheet) and word processing software. Have a general understanding of database software. Ability to reason logically and creatively using various analytical techniques, present recommendations and alternatives to management in oral and written form. the ability to evaluate existing process and develop improvements and identify problems and propose effective, efficient recommendations for resolution. The ability to analyze and evaluate conflicting information, make determinations, follow through on problem resolution and make effective recommendations and proposals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The analyst is instrumental in the organization, development, and implementation of various analytical tasks. If responsibilities are not carried out in a satisfactory manner, we risk inability to complete contracted planning work thereby compromising attainment of departmental goals and objectives. Further, we risk inappropriate or inadequate use of program funding and potential loss of that funding.

PUBLIC AND INTERNAL CONTACTS
The incumbent interacts with various executives, managers, planners, engineers, pilots, and analysts throughout the various programs, administrative service centers, districts and external stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

WORK ENVIRONMENT
The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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 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.

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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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION Aeronautics	
WORKING TITLE Administrative Analyst	POSITION NUMBER 900-063-5157-XXX	REVISION DATE 07/31/2026

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 Aeronautics Division Chief, the Analyst I performs analytical staff services assignments of increasing responsibility. The Analyst I assists in alleviating the Division Chief of administrative details by reviewing completed staff work and correspondence for executive reviews or distribution. The Analyst I assists in developing programmatic documents, analyses and responses containing administrative and programmatic content. The Analyst I prepares and arranges internal and external meeting logistics and communications, and will researches aviation topics as assigned.

CORE COMPETENCIES:

As an Analyst I, 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.

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- 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 - Pride)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - People First)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- 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, Prosperity, Employee Excellence - Innovation, 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, People First)
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- 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. (Prosperity, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Under supervision, conducts analytical studies to develop and recommend changes and improvements to current policies, procedures, and system developments to the Division Chief. Reviews, analyzes, and compiles data and correspondence to provide drafted recommendations for review by the Division Chief on administrative and program-related problems Reviews completed staff work, including that of professional and journey-level staff, prior to the Division Chief's review. Edits and reviews all correspondence and reports to ensure proper content, format, and grammar prior to the Division Chief's review and approval. Prepares communication for review by the Division Chief prior to dissemination to division staff. Assists the Division Chief with scheduling, calendar management, travel reservations and completing travel expense claims.

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20%	E	Coordinates equipment inventory and space planning records and requests for the division with Planning and Modal Programs Management and other administrative programs. Assists with procuring supplies. Serves as the division's training coordinator responsible for identifying and notifying staff of mandatory training needs. Assists with required training records and the aviation safety officers' medical and licensing certifications. Assists with other division coordination tasks.
15%	E	Receives and tracks all incoming legislation assigned to the division for review. Researches aviation topics as assigned. Assists the Chief of Staff in coordinating the completion of plans, work products and special assignments including California Public Records Act requests.
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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