

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Redding/NRPD/North Region Office of Surveys	
WORKING TITLE Surveys Support	POSITION NUMBER 928-201-5393-xxx	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 Supervising Transportation Surveyor, and in support of the Branch Chief's of the Office of Surveys located in Eureka, Ukiah and Redding, the incumbent assists with staffing, workload, tracking project resources and analyzing project resource information, utilizing Project Resource and Scheduling Management System (PRSM). The incumbent will also perform other administrative duties in support of the daily operations of the North Region Office of Surveyors (NROS). While this is a North Region position, this position physically resides in Redding. Occasional travel may be required. Must possess a valid California Driver's license when operating state owned or leased vehicles.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First)
- **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. (Climate Action - Integrity)
- **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)
- **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 - Innovation)
- **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. (Prosperity - Innovation)
- **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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Works closely with the NROS Office Chief and the NROS Senior level Branch Chiefs to pull and analyze data, prepare reports and make recommendations to NROS management. Use PRSM, ROWMIS, ELMS, RWPMS, North Region Project Development (NRPD) reports, Passport Inventory for Redding and Eureka, Microsoft Access, Microsoft Excel, and other software to compile data to be utilized in data analysis and report creation. Performs daily research and data analysis to provide recommendations to NROS Branch Chiefs on findings and assists with the implementation of required changes. Liaison between NROS and other functional units, analyzing unit resources that have been requested in varied databases to align properly to work plans and makes changes as needed.

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40%	E	Creates monthly and annual statistics of NRPD resources on detailed spreadsheets and makes recommendations to management. Analyzes resource data, detailed workplan reports and performs work utilizing PRSM, NRPD reports, and others as needed for Office Chiefs and Redding and Eureka Branch Chiefs. For Redding and Eureka Offices: Works with District Transaction Liaison and NROS Seniors to keep all NROS employees current with mandatory, job related, and other training; Annual Performance Plan (APR); Emergency Notification Information, and other employee records. Maintain equipment inventory/log utilizing existing Microsoft Access database and Passport Inventory system.
10%	E	Holder of Cal-Card for purchasing field supplies, tools, field consumables, equipment and safety gear for NROS. Comply with State and Departmental rules and regulations. Maintain proper documentation of all purchases. Reconcile receipts and invoices for purchases and process credit card statement. Liaison between NROS and Travel Expense unit keeping track of updates, changes and requirements for Travel Expense Claims.
5%	M	Responds to public inquiries and governmental agencies. Process and track Survey requests. Archive survey requests as they are completed.

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. On occasion may act as lead over students on assigned projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of Caltrans policies and procedures, and the budget process. Must be able to effectively identify and analyze problems, evaluate information from regulations, departmental policies, laws and/or rules, determine its accuracy and relevance and consider the effect of such changes. Uses sound judgment to generate and evaluate alternatives and recommend solutions. Uses imagination and resources to develop new insights or methods where current methods and procedures are insufficient to accomplish desired outcome.

Ability to:
Incumbent must be highly motivated, possess organizational skills, and technical analytical skills. Must be able to communicate effectively, have the ability to work towards an agreement, negotiating to find mutually acceptable solutions to issues. Must be able to ensure compliance with appropriate laws, rules, and policies, and procedures and how to apply them. Must be able to communicate to individuals or groups effectively. Must be able to produce documents that are concise, clear, using correct grammar, spelling, punctuation and structure. Must be proficient with a personal computer and the latest software applications such as Microsoft Office Suite (Word, Excel, Access and Power Point), and File Maker Pro. Must be proficient in accessing information from departmental computer programs such as PRSM, the Internet, and Intranet. Must be able to deal effectively with people. Must use tact and judgment, have an honest work ethic, assure that commitments are met on time, projects and tasks are completed and delivered in a timely manner, handle public contact, write letters and reports, keep accurate records and files.

Analytical Requirements:
Analyze situations and develop solutions. The position may interact with many other public agencies and private concerns. It is essential that the individual holding this position has the ability to communicate well and interact in a positive manner at all times with these various entities and to have the ability to sum up critical issues or situations and be able to act quickly to resolve any problems associated with these tasks.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment during the course of work could result in duplication of work, excessive amount of time wasted, possible delay in program output; all of which could result in costly monetary loss to the State, delay in projects, and embarrassment to the Department.

PUBLIC AND INTERNAL CONTACTS
Incumbent must be able to work closely with NROS Office Chief and Branch Chiefs on updating and monitoring resource allocation and expenditure information. Works with Headquarters staff to resolve administrative issues and charging practice errors. Requires customer service attitude and responsiveness to customer needs. Also, may deal with city, county, and federal officials as well as special district bodies, private property owners and their engineers or surveyors. Coordinate with regional staff to ensure compliance with all policies and procedures.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Incumbent may be required to sit for long periods of time while driving, during meetings or using a keyboard. Requires ability to get large survey objects moved to and from a vehicle or storage area which may weigh in excess of 25 pounds. Incumbent must

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be able to clearly evaluate the work of others without personal bias. Analytical skills are required. Promotes positive thinking. Works in a team environment that is challenging, exciting and empowering.

WORK ENVIRONMENT

Incumbent must be able to work in the field and office environment with people of many personality types. Requires the ability to work in a variety of weather conditions, from extreme heat to extreme cold, able to go on occasional field visits and able to sit for long periods of time in an office environment. While at their base of operation, employee will work in a climate-controlled office under artificial lighting.

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