

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 9 - Administration - Facilities	
WORKING TITLE Facility Support Analyst	POSITION NUMBER 909-001-5393-016	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 Facilities Manager, a Supervisor I, the Analyst performs a variety of analytical work as the Facility Support Analyst in assisting the Facilities Manager deliver the program. The incumbent will be responsible for timely and accurate submittal of various reports, monitoring the division's budget, contract management and preparing and executing purchasing plans. The incumbent will maintain the division's CalCard and process all procurement documents submitted by Facility staff, as well as assist in creating and managing the division's service contracts. Incumbent will work closely with the Facilities Manager to analyze current facilities routine maintenance practices and develop and test a robust system for tracking past, current and future routine maintenance including a central repository for manufacture documentation and warranty information.

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. (Safety, Employee Excellence - Collaboration, Innovation, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Climate Action - Equity, Integrity, Pride, 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 - Collaboration)
- **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. (Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, 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. (Prosperity, Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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40%	E	Under the general direction of the Facilities Manager, the incumbent will perform a variety of analytical work as the Facilities Support Analyst to assist the Facilities Manager successfully deliver the program. The incumbent will be responsible for the timely and accurate submittal of status updates to HQ DBO regarding Building Maintenance projects, maintain the division's CalCard and process all Building Maintenance procurement requests, monitor the division's budget and track expenditures, as well as prepare and execute purchasing plans. The incumbent will work closely with the Facilities Manager to analyze current facilities routine maintenance practices and develop and test a robust system for tracking past, current and future routine maintenance including a central repository for manufacture documentation and warranty information.
35%	E	The incumbent will track, monitor, execute, and oversee various consultant contracts for Building Maintenance including but not limited to writing non-technical scopes of work, consultant selection, payment, deliverables, invoices, and closeout. The incumbent will be responsible for development of a system to monitor pest activity, internal and contracted pest prevention efforts and the results of those efforts.
15%	E	Provide back-up support for managing the carpool calendar, ensuring vehicle reservation requests are processed and the Admin Carpool Reservation Calendar is updated in a timely manner. Additionally the incumbent will provide back-up support for ensuring all work orders that could be considered a health and safety issue are assigned to building maintenance staff in Facilities Work Order Tracking System and notify the Facility Manager of the potential issues. The incumbent will also conduct property control audits and will report to other functional units the results in a timely manner.
10%	M	Performs other work commensurate with the Analyst II classification. Provides administrative support to Divisions staff 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
This position is non-supervisory.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have general knowledge of Caltrans' organization, department policies and procedures. Must be able to assist in interpreting internal and external information and assist in offering solutions to the Facilities Manager and fellow facilities staff as needed. Must be able to effectively communicate orally and in writing with people at all levels of internal staff as well as with external partners. Must be able to apply and communicate knowledge effectively and on a consistent basis. Must have a general understanding of the Department's requirements to deliver projects on schedule and within budget.

The incumbent must also have the ability to plan and organize work, work effectively and efficiently with others. Must possess the ability to assist in anticipating technical issues or potential concerns and offer solutions. Have the ability to analyze and interpret allocation, expenditure, and asset categories and be able to extract resource information from expenditure reports. Have the ability to effectively use PC-based software programs for presentations or database purposes. Experience extracting, evaluating, and analyzing large quantities of data from various sources. Possess strong analytical skills and have experience to evaluate existing processes and recommend process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for exercising a wide degree of initiative in carrying out duties. Consideration of all input is critical to reaching conclusions and taking appropriated action on various issues. Incumbent must be able to anticipate problems and identify issues that may affect products and services of the program. Errors, poor judgment, or failure to recognize the communication critical issues could result in missed deadlines, misuse of resource allocations, delay or lack of project delivery, loss of programmable funds, and damage to the District's working relationship with our customers.

PUBLIC AND INTERNAL CONTACTS
The incumbent must maintain effective working relationships with Headquarters, Districts, and the public. Consistent with good customer service practices and the goals of the Caltrans Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employees may be required to sit for long periods of time using a keyboard and video display terminal. 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 grasp the essence of new information and master new technical and business knowledge. Must have the

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ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus yet remain optimistic and persistent, even under challenging conditions. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

This position requires the majority of work to be performed in a typical office setting in a climate-controlled environment under artificial light. Occasional travel within the State to attend various meetings, training, conferences, and/or seminars may be required. Possession of a valid driver's license and current defensive driver's certification are required in order to operate a State owned vehicle. Employee will adhere to regularly established working hours; however, it may be necessary to respond to incidents within the District after normal working hours, on weekends and/or holidays. Overtime may be required and vacations may be restricted during peak periods.

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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CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 9 - Administration - Facilities	
WORKING TITLE Facility Support Analyst	POSITION NUMBER 909-001-5157-XXX	REVISION DATE 06/24/2026

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 Facilities Manager (Supervisor I), the incumbent performs technical administrative work ranging from less responsible to average difficulty. As knowledge and skills are developed, incumbent will perform professional-level administrative work ranging in average difficulty to complex under more general direction. Incumbent will advise and consult on the division's budget, and preparing purchasing plans. The incumbent will maintain the division's CalCard and process all procurement documents submitted by Facility staff, as well as assist in creating and managing the division's service contracts.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Employee Excellence - Collaboration, Equity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Climate Action - Equity, Integrity, Pride, 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 - Collaboration)
- **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. (Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, 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, Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Equity, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	With guidance and lead from the Facilities Manager, the incumbent will provide assistance on a variety of work as the Facilities Support Analyst to assist the Facilities Manager successfully deliver the program. The incumbent will assist in the timely and accurate submittal of status updates to HQ DBO regarding Building Maintenance projects, maintain the division's CalCard and assist in the processing of all Building Maintenance procurement requests, monitor the division's budget and track expenditures, as well as prepare and execute purchasing plans.

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35%	E	The incumbent will assist the tracking, monitoring, executing, and overseeing various consultant contracts for Building Maintenance including but not limited to writing non-technical scopes of work, consultant selection, payment, deliverables, invoices, and closeout.
15%	E	Provide back-up support for managing the carpool calendar, ensuring vehicle reservation requests are processed and the Admin Carpool Reservation Calendar is updated in a timely manner. Additionally the incumbent will provide back-up support for ensuring all work orders that could be considered a health and safety issue are assigned to building maintenance staff in the Facilities Work Order Tracking System and notify the Facility Manager of the potential issues. The incumbent will also assist in conducting property control audits and will report to other functional units the results in a timely manner.
10%	M	Performs other work commensurate with the Staff Services Analyst classification. Provides administrative support to Divisions staff 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

This position does not supervise other employees. Incumbent is expected to work independently with a high degree of initiative and motivation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of Caltrans' organization, department policies and procedures. Must be able to assist in interpreting internal and external information and assist in offering solutions to the Facilities Manager and fellow facilities staff as needed. Must be able to effectively communicate orally and in writing with people at all levels of internal staff as well as with external partners. Must be able to apply and communicate knowledge effectively and on a consistent basis. Must have a general understanding of the Department's requirements to deliver projects on schedule and within budget.

The incumbent must also have the ability to plan and organize work, work effectively and efficiently with others. Must possess the ability to assist in anticipating technical issues or potential concerns and offer solutions. Have the ability to analyze and interpret allocation, expenditure, and asset categories and be able to extract resource information from expenditure reports. Have the ability to effectively use PC-based software programs for presentations or database purposes. Experience extracting, evaluating, and analyzing large quantities of data from various sources. Possess strong analytical skills and have experience to evaluate existing processes and recommend process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under supervisory review the incumbent is responsible for the timely initiation and execution of daily tasks and independently ensuring that priorities as assigned are accomplished.
While the management team is ultimately responsible and accountable for resource management, decisions must be made on accurate information and sound, supportable recommendations. Errors in judgment or the absence of action by the incumbent could result in inability of staff to meet program or project objectives due to lack of resources, and /or over-expenditure, increased potential liability, poor Department image. Inability to produce accurate expenditure reports can result in poor budget management decisions and/or overruns.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain effective working relationships with Headquarters, Districts, and the public. Consistent with good customer service practices and the goals of the Caltrans Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. 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 grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus yet remain optimistic and persistent, even under challenging conditions. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

This position requires the majority of work to be performed in a typical office setting in a climate-controlled environment under artificial light. Occasional travel within the State to attend various meetings, training, conferences, and/or seminars may be required. Possession of a valid driver's license and current defensive driver's certification are required in order to operate a State owned vehicle. Employee will adhere to regularly established working hours; however, it may be necessary to respond to incidents within the District after normal working hours, on weekends and/or holidays. Overtime may be required and vacations

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may be restricted during peak periods.

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