

CLASSIFICATION TITLE Analyst III	OFFICE/BRANCH/SECTION Div. of Proj. Mgmt/Proj. Delivery Professional Development	
WORKING TITLE PDPD Training & Program Coordinator	POSITION NUMBER 913-176-5402-911	REVISION DATE 07/30/2026

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

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Project Delivery Professional Development (PDPD), the incumbent serves as a key program lead responsible for formulating and delivering high-quality statewide training governance, developing the administrative framework for CTLeads (Caltrans Learning Management System) to support Caltrans Project Delivery, and ensuring PDPD training and operational needs are met at a statewide programmatic level. The position formulates policies for the development and review of learning content, ensures compliance with legal and departmental standards, develops critical fiscal and contract activities, and collaborates closely with executives, managers, supervisors, staff, and contractors to maintain accurate data, effective training delivery, and consistent statewide practices. This position requires the ability to manage multiple ongoing initiatives of high-level organizational complexity while using advanced independent judgment, strategic thinking, and expert collaboration across different Divisions and Districts statewide. The successful candidate must work effectively with minimal direction, uphold ethical practices and policies, ensure the best value for Caltrans, and maintain a positive, customer focused approach that produces accurate, timely, and high-quality results.

CORE COMPETENCIES:

As an Analyst III, 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. (Prosperity - Collaboration, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Equity, Employee Excellence - Collaboration, Equity, People First, 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. (Equity, Employee Excellence - Collaboration, Equity, People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Equity, People First)
- **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, Innovation, Integrity)
- **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. (Prosperity - Collaboration, Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Serves as a statewide policy and lead training facilitator responsible for evaluating, developing, and overseeing both in person and asynchronous learning content to ensure compliance with accessibility requirements, legislative mandates, adult learning principles, and departmental standards. Acts as a project lead, establishing statewide instructional design standards and guiding lower-level analytical staff on curriculum delivery. Independently conducts highly critical and complex reviews of training materials, identifies gaps, and recommends programmatic improvements to align with Caltrans Project Delivery objectives, processes, and procedures. Provides expert guidance and high-level consultation to Caltrans Project Delivery leadership in the design, implementation, and ongoing updates of e-learning and asynchronous training solutions, ensuring consistent adoption and integration throughout Caltrans. Exercises advanced analytical judgment and technical expertise to support the statewide training infrastructure and strengthen the professional development efforts of Caltrans Project Delivery.
25%	E	Serves as the CTLearns functional lead for PDPD. Provides advanced programmatic governance of CTLearns to ensure it supports Caltrans Project Delivery’s operational, regulatory, and training needs. Oversees system operations and key processes, ensures compliance with legal mandates and departmental policies, and addresses complex user access, data accuracy, and process issues. Coordinates closely with internal stakeholders and external support contractors to resolve system challenges, implement enhancements, and ensure the platform effectively supports statewide training delivery. Exercises advanced analytical judgment and program expertise to guide system governance, improve business processes, and maintain the integrity and efficiency of CTLearns operations.
20%	E	Monitors and manages office, division, and program budget data, time reporting, expenditures, and other fiscal commitments to ensure accuracy, legal compliance, and alignment with program goals. Formulate multi-year financial analyses and resource allocation trends to advise executive management on programmatic spending plans. Works closely with supervisors, managers, and executives to review discrepancies, resolve mischarges, and address reporting issues. Provides expert analytical support and recommendations that promote fiscal accountability, informed decision making and consistent stewardship of PDPD resources.
15%	E	Serves as the primary liaison between PDPD and contract specialists for contract development, execution, monitoring, and closeout. Works directly with contract specialists to develop strategic contract templates, ensure procurements meet program needs, comply with departmental and state requirements, and are completed within scope, cost, and schedule. Collaborates with staff, supervisors, and managers to address issues, clarify requirements, and support timely and compliant contract execution. Oversees contractor performance by reviewing deliverables, confirming work is completed according to contract terms, and addressing any issues that affect scope, quality, or timelines. Exercises independent judgment to resolve contract challenges, recommend adjustments, and ensure effective delivery of contracted services to support PDPD operations.
5%	M	Provides backup coverage for key activities as needed to ensure continuity of program operations. Updates and maintains program guidance, policies, and related materials. Performs other assignments and ad-hoc tasks 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 directly supervise other staff members. The incumbent will, from time to time, be expected to serve as a team leader and/or facilitator over various teams involved in the duties listed above.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of:

- Training needs assessment methods and program evaluation techniques.
- Fundamentals of adult learning and instructional design.
- Concepts of contract and task order administration.
- Caltrans Project Delivery processes, roles, and organizational structure.
- Departmental policies, procedures, and administrative practices relevant to training and project delivery activities.

The incumbent must have the ability to:

- Lead and coordinate multidisciplinary teams and Subject Matter Experts without direct authority.
- Facilitate collaboration among stakeholders with varying technical backgrounds.
- Manage and track multiple training development projects simultaneously.
- Collect, analyze, and interpret training, performance, and financial data to support decision-making.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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- Communicate clearly and effectively in writing and verbally with diverse audiences.
 - Prepare concise, accurate written materials such as reports, documentations, memorandums, and recommendations.
 - Independently conduct research, evaluate alternatives, and provide sound recommendations.
 - Apply departmental policies and standards to ensure consistency and compliance.
 - Organize work, set priorities, and meet established deadlines.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise a high level of independent judgment in identifying PDPD training and guidance needs, prioritizing work, and managing multiple training and guidance development projects of varying scope and complexity. The incumbent determines appropriate project approaches, schedules, data collection methods, and stakeholder engagement strategies to support the development of accurate, consistent, and effective training products statewide.

Decisions made by the incumbent directly influence the quality, clarity, and consistency of PDPD training programs, workshops, academies, and related guidance materials used by staff throughout Caltrans. Errors in analysis, planning, coordination, or project execution may result in training that is outdated, inconsistent, or misaligned with Caltrans policies and Project Delivery practices. Such errors may also lead to inefficient use of resources, delays in project completion, or reduced effectiveness of training efforts.

Failure to accurately identify training needs, manage project schedules, track financial statuses, or effectively coordinate with subject matter experts and stakeholders may negatively impact staff performance, program delivery, and Caltrans' ability to meet Project Delivery objectives. These errors may diminish confidence in training products and require additional time, resources, or corrective actions to resolve.

The incumbent's decisions have statewide implications and contribute directly to Caltrans' efforts to improve Project Delivery practices and support the effective delivery of the Capital Outlay Program. Poor judgment or oversight may result in lost opportunities for improvement, reduced program effectiveness, and diminished credibility with internal partners, Districts, and leadership.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain frequent contact with staff, supervisors, and managers at all levels within Caltrans, including Headquarters and District personnel, to identify PDPD training and guidance needs and to coordinate the development, implementation, and continuous improvement of training products.

The incumbent works closely with Project Delivery Divisions (e.g., Project Management, Design, Construction, Right of Way & Land Surveys, Environmental Analysis, and Engineering Services) as well as District representatives and other internal stakeholders. These interactions support Subject Matter Expert participation, ensure technical accuracy, and promote alignment with Caltrans policies and statewide best practices.

Regular coordination occurs with the PDPD Chief, unit managers, instructional designers, consultants, and professional development staff to plan, manage, and deliver multiple concurrent projects.

The incumbent may interact with external public agencies, private organizations, and consultants to obtain information, exchange technical or programmatic insights, and support training and guidance development efforts. These contacts are primarily for coordination, information gathering, and project support.

The incumbent may also facilitate and host workshops, academies, and other professional development events, serving as a primary point of contact for participants and stakeholders to ensure effective communication, planning, coordination, and execution.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to perform the essential duties of the position in an office environment, including prolonged periods of sitting, standing, and working at a computer workstation. The position requires clear and effective communication, both verbally and in writing, with a wide range of internal and external stakeholders.

The incumbent must be able to analyze complex information, manage multiple assignments concurrently, prioritize competing deadlines, and exercise independent judgment in a fast-paced, collaborative work setting. The position requires sustained attention to detail, effective problem-solving skills, and the ability to adapt to changing priorities and program needs.

The incumbent must be able to interact professionally and cooperatively with individuals at all levels of the organization, facilitate group discussions, and manage differing viewpoints in a constructive and respectful manner. The position requires the ability to work under time constraints, respond to evolving workload demands, and maintain professionalism, focus, and resilience.

The incumbent is expected to perform all duties in a fair, ethical, and equitable manner, demonstrate respect for cultural diversity,

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

and support an inclusive, collaborative, and respectful work environment.

WORK ENVIRONMENT

The incumbent primarily works in a climate-controlled office environment under artificial lighting, using a computer workstation and standard office equipment. Work may be performed in an office, cubicle, or telework setting consistent with Caltrans policies and operational needs.

The position requires frequent use of computers and virtual collaboration tools to support meetings, training development, and coordination with stakeholders statewide. The incumbent may participate in virtual and in-person meetings, workshops, academies, and professional development events.

Periodic travel throughout the state may be required to conduct needs assessments, facilitate workshops or academies, coordinate with Districts and Divisions, and support implementation of training and guidance initiatives. Travel may include day trips or occasional overnight stays.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses to the headquarterd 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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