

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	Business Operations/Security, Building Safety & Fleet Ops	
WORKING TITLE	POSITION NUMBER	REVISION DATE
GeoTab and Fleet Operations Analyst	904-051-5157-xxx	07/15/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general supervision of the Supervisor I, in the Security, Building Safety and Fleet Operations Branch under the Office of Business Operations, the Analyst I performs a variety of administrative analytical tasks that require a high degree of responsibility and accountability of the District automotive fleet administration. Responsible for GEOTAB fleet applicable functions, policies and business practices. Fleet Optimization requires the evaluation, analyzation, and assessment of fleet capabilities and requirements, while maintaining a timely preventive maintenance schedule.

CORE COMPETENCIES:

As a <Enter Search Criteria>, 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- 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. (Advance Equity and Livability in all Communities - 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. (Safety First - Innovation)
- 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. (Cultivate Excellence - Equity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Innovation)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Strengthen Stewardship and Drive Efficiency - Integrity)
- Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Enhance and Connect the Multimodal Transportation Network - Engagement)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Advance Equity and Livability in all Communities - Pride)

TYPICAL DUTIES:

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

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30%	E	Assist with oversight of the Automotive Management at the D4 District Office. Manage the vehicle dispatch database, Manage vehicle pool assignments to equalize proper vehicle usage. Inputting vehicle usage information into database before vehicles are assigned out and when vehicles return. Follow up with customers on overdue vehicles and other policy violations including Electric Vehicle Charging usage and garage parking. Arrange for and transport vehicles currently in the automotive pool area to contracted car wash locations for cleaning and washing. Ensure the cleanliness of the Automotive Pool Fleet area. Locate oil droppings and other fluids from vehicles that would indicate a need for possible repair and making decisions as to service requirements. Ensure proper use of fleet parking spaces and or help move vehicles blocking other assigned vehicles. Responsible for gathering vehicle accident report (STD 270) when vehicle has been in an accident.
30%	E	Assist in utilizing various analytical tools, primarily the GEOTAB fleet application, Fleet Optimization Reports, and the Equipment Management Smartsheet database, and analyze equipment utilization patterns and necessitate optimization actions for the Division of Administration fleet and supported micro cost centers. Perform usage analysis and submit reports based on analysis to optimize usage patterns. Assist with equipment transfers and optimization moves. Assist District Fleet Coordinators and Equipment Managers in re-purpose and reposition under-utilized vehicles under the Division of Administration and supported micro cost centers.
15%	E	Maintain the optimization vehicle pool preventative maintenance schedule through the coordination and transport of vehicles in the Automotive Pool area to the Division of Equipment (DOE) sub-shops. Proactively monitor the preventative maintenance schedule on appropriate equipment databases. Coordinate with sub-shops for the optimal service/repair periods. Ensure accurate optimization vehicle pool status in the Auto Pool Tracking System and maintain operational readiness by performing appropriate pre-operational tasks, safety checks, preventative maintenance, vehicle key control inventories, refueling vehicles, and cleanliness duties.
15%	E	Assign and distribute GEOTAB NFC Tags to all employees in the D4 District Office that are authorized to drive a state fleet vehicle and provide the necessary paperwork and process according to organizational policies. Provide status and information to management.
5%	M	Responsible for procurement duties and contract management related to the Automotive Management. Participate in Auto Pool improvement projects. Perform other duties as required.
5%	M	Handle all traffic violations reported to the Division of Administration from Headquarters, various citizens and management by analyzing the violation, researching information and prepare a draft response to Headquarters and/or the complaining party according to procedures, policies and laws. Maintain the files for the district.

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

Incumbent does not directly supervise staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The Incumbent should possess computer skills (including Excel, Word, and Power Point), basic writing skills, and a preliminary understanding of accounting, economics, statistics, and forecasting methods.
- The Incumbent must have the ability to work effectively and independently, and the ability to learn and use a variety of computer software programs in performing duties.
- The Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- The Incumbent must be able to take initiative and adapts to a variety of situations; ability to quickly navigate the work processes to obtain the correct information.
- The Incumbent must be able to track statistical data and calculate formulas and prepare analytical summaries.
- The Incumbent must have the ability to work in a team environment be open to new and different ideas and opinions and have the capacity for creative thinking and problem solving.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in inappropriate use of State vehicles and compromised stewardship, higher repair costs and untimely equipment replacement, damaged equipment, safety hazards, reduced and untrained staff and unanticipated costs. Customers may not have the equipment they need when they need it in order to work safely and efficiently. Judgments, decisions

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and recommendation are made for a variety of activities. The incumbent's responsibilities are, at times, shared with others. Accuracy and completeness of reports is extremely important. Poor judgment in decision making and actions by the incumbent will result in misinterpretation of information, which will decrease the level of service provided by the Office.

PUBLIC AND INTERNAL CONTACTS

Maintains communication with all levels, including executive management, other districts and divisions with the Department, public and private agencies, which includes Federal and State legislators, City officials and community.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. 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. Requires occasional bending, stooping and kneeling. Over half of the incumbent's organization's work is subject to frequently changing work situations.

This position requires interaction with a myriad of personalities. May be subject to and have the ability to handle irate public in a calm manner. Ability to respond to emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to establish effective working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

Must have the ability to multi-task, take risks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Also, must be able to implement effective strategies consistent with the project goals.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will be required to change schedules and work weekends whenever project activities occur outside the normal Monday to Friday, 7:30 a.m. to 4:15 p.m. work hours. Other duties can include working in the field with possible exposure to inclement weather during these visits.

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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.)

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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