

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	District 6/Maintenance/South Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Analyst II	906-600-5393	07/21/2026

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

GENERAL STATEMENT:

Under direction of a Supervisor I in the Division of Maintenance and with guidance from a Maintenance Manager II, the Analyst II serves as the Maintenance South Region Contract Specialist and liaison with District Maintenance Position Management, Division Budgets and Contract Manager. Demonstrates a positive attitude, a commitment to providing quality customer service that is accurate and timely. Serves as the lead staff member responsible for the administrative functions of the District 6 Maintenance South Region Office.

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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Consults with Maintenance staff and Maintenance Deputy on all contract activities for the South Region and acts as a purchasing agent for the South Region; evaluate, analyze, and implement new developments, policies, and procedures related to procurement, Advantage and FI\$Cal. Independently determines proper procurement methods ensuring compliance with the State Contracting Manuals, the State Administrative Manual (SAM), and all other state administrative regulations. Works with Division Budgets Office to secure appropriate funding and validate encumbrances. Approve expenditures, monitor encumbrance balances, duration of agreements, process necessary modifications or renewals, make final payments, close out contracts, and disencumbering. Will use a Cal-Card to purchase office supplies, ink and toner, office equipment, furniture, and other essential items necessary for the conduction of Region business. Will track expenses to ensure Region stays within the allocated budget. The incumbent will be required to review labor compliance regulations with contractors, vendors, and maintenance personnel. Interprets, advises and makes independent recommendations to management regarding redistribution of resources, adjustments and new procedures. Advises Region staff on how to properly code expenditures. Recommends and implements corrective actions to avoid over-expenditures.
25%	E	Will perform a wide variety of technical and analytical services by assisting field supervisors and superintendents with tracking, researching, and managing fiscal year budget allocations. The incumbent will run monthly reports, working closely with the District Budget Liaison ensuring encumbrances and disencumbrances are accurately liquidated. Researches reports provided by Headquarters Maintenance, Accounting, the Department of Procurement and Contracts (DPAC), and the Division Budget office to analyze, compare for accuracy, and resolve erroneous information. Will provide statistical support and report to the Supervisor I and Region Manager II regarding the operational needs for budget purposes and future staffing needs based on current spending trends. Will utilize Microsoft programs to review, analyze, and input/export information into spreadsheets and reports.
10%	E	Assists with processing of hiring documents including duty statements, out-of-class assignments, advertisements, and Post and Bids in preparation for submitting requests to the Division's Position Management staff for processing; assists with interviews held in the South Region office; works with Region Manager and Supervisors to develop seasonal hiring plans and placement of employees; identifies various recruitment sources and equal opportunity goals and recommends recruitment options. Obtains authorization for pre-employment drug test, schedules pre-employment drug test and medicals; ensure Supervisors are aware of OMV violations for South Region personnel. Maintains complete confidentiality. Administers, interprets and implements the policies of the Integrated Maintenance Management System (IMMS), Staff Central, and EFIS Advantage system.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

10%	M	Will work extensively with the Maintenance Training Specialist on monitoring training programs and equipment qualifications, and scheduling training for all Maintenance Field employees. Independently responds to internal and external correspondence from the public, vendors, Governmental agencies, other divisions and districts. Assists Public Information Office with news alerts, traffic advisories, and special articles for distribution to the all media regarding roadwork, and other work that may affect the traveling public in the South Region.
10%	M	Acts on administrative issues in the absence of the Supervisor I by overseeing the day-to-day operational activities of the South Region office adjusting priorities as needed ensuring administrative duties are completed monitoring personnel staffing, accounting, reception, dispatching, mail and other services; provides public information. May require occasional travel.

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

No supervision is exercised over others; acts as a lead for the South Region office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Principles, practices and trends of public and business administration, including management and supportive staff services such as budget management and analysis, planning, and program evaluation; the administration of the Department's goals and policies; and governmental functions and organization at the State and local level. Must have extensive knowledge of the State Contract administration policies and the Contract Managers Handbook as well as all policies relating to State contracts. Must have knowledge of modern office methods, equipment, and correspondence policy and procedures. Must be proficient in Excel, Word, PowerPoint, and Access. Must possess the ability to communicate in a clear and concise manner; both orally and in writing, work independently, and deal tactfully with the public and internal contacts. Must have the ability to extract and analyze budget reports from a wide variety of sources and track allocations and expenditures throughout the fiscal year. Must have the ability to recall and retrieve data when requested. Must have excellent organization skills, set priorities and demonstrate independent initiative. Must demonstrate a positive attitude and commitment to providing excellent customer service in a professional manner, and maintain positive working relationships. Must be able to review each situation and determine appropriate action by applying accepted policy an exercising good judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for ensuring that necessary material, equipment, and services are procured while staying within budget allocation, and providing information to management on the use of resources. Failure to fulfill this responsibility could result in costly program overruns and reduce effective management of resources. Error could impact our fiscal solvency and may damage the Departments credibility. Failure to protect confidential information may damage DHR's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this act may result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent contacts with the general public and vendors as well as staff in other Caltrans divisions. Incumbent must build solid productive relationships with people in all situations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the 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 have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize a variety of assignments. May be required to move medium size boxes of material from one location to another. Must have the ability to handle irate customers in a calm manner; is tactful and treats other with respect.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. Due to periodic problems with the heating and air conditions, the building may fluctuate. May be required to travel to the District Office, North Region Office, and maintenance stations within the district; in addition, attend off-site meetings and occasionally travel to Headquarters for training. 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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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.

Reviewed and Approved for advertising:

SUPERVISOR (signature)	(print)	DATE
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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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