

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Division of Equipment Budgets & Admin/Resource Mgmt.	
WORKING TITLE Human Resources Liaison	POSITION NUMBER 932-001-5393-925	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 general direction of the Branch Chief, Resource Management, a Staff Services Manager I, the Analyst II is the Division of Equipment's (DOE) liaison regarding all personnel and human resources (HR) matters for DOE Equipment Shops and Headquarters (HQ) programs. The Analyst II provides oversight of personnel concerns including hiring processes, examination needs, and classification studies. The Analyst II is also responsible for personnel/management reports, assisting with payroll concerns, and acting as Back-Up for other HR Liaisons in the HR Liaison Branch.

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. (Employee Excellence - Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Stewardship)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation, Stewardship)
- 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 - Innovation, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, Stewardship)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Employee Excellence - Innovation, Stewardship)
- 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, Innovation, Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Acts as one (1) of DOE's four (4) HR Liaisons. Provides oversight to DOE management in various areas of personnel and HR. On an as-needed basis, researches and analyzes personnel matters utilizing various Caltrans contacts and internal/external websites which govern the areas of personnel. Personnel matters include areas such as hiring, position management, labor relations, succession planning, payroll and benefits, leave type and balances, and separations. Research and respond to public inquiries regarding vacancy and exam information. As DOE's Statewide Post and Bid Coordinator the incumbent tracks, logs, creates, submits, and distributes post and bid listings. On a weekly basis, coordinate with the Office of Labor Relations (OLR) for Bargaining Unit 12 post and bid listings. Ensure the bargaining unit contract language is followed and work with staff regarding Memorandum of Understanding (MOU) concerns. Serves as DOE's gatekeeper for Staff Central, researching and authorizing appropriate security roles for DOE Staff. Responsible for DOE Personnel and Human Resources tracking and reporting. Responsible for DOE Internal Organizational Charts and California Department of Human Resources (CalHR) Organizational Charts, for position control utilizing various reports available such as the Division of Human Resource's (DHR) Position Tracking System (PTAS) and DOE Position Action Request Forms (PARF) logs, Unrecorded Labor Employee Report (ULER), Telework Reports, and Leave Balance reports. Monthly and as needed, updates, monitors, and reconciles various internal position tracking documents such as the Person on Board Equivalent Report (POBE) and Executive POBE which track all DOE positions and employees, and Organization Charts. Updates and monitors the ULER and coordinate with managers and supervisors to ensure prompt approval of time and attendance reporting.
45%	E	Completes and/or processes various personnel-related documents by analyzing requests to ensure all required paperwork are appropriate, complete, and accurate for submission to the appropriate DHR Offices. Analyzes and prepares position request documents for use by the fiscal management team to assist in developing and monitoring DOE's budget and allocations. Documents developed include but are not limited to: PARFs, Action Request Forms (ARFs), and Out-of-Class (OOC) forms. As DOE hiring contact, responsible for timely and accurate responses to internal/external inquiries regarding hiring and hiring packages. Assists DOE staff with developing, rewriting, or amending duty statements by reviewing CalHR job specifications and working with DHR Classification and Hiring Services. Ensures duty statements and classifications are appropriate to the positions and duties performed. Assists DOE management with justification for reclassifications or new positions.
5%	E	Acts as backup to the telework liaison. Research and analyze telework policies and updates as they occur, attending telework liaison meetings and presenting information to executive staff and DOE employees. Pulls telework agreement reports and organizes and presents data to management and executive staff. Answer telework questions from management and executive staff and ensure they follow the Caltrans Telework unit's directives.
5%	M	In a backup capacity, provides oversight of the DOE Student Assistant Coordinator program, which includes assisting with the completion and posting of Duty Statements and hiring packages to DHR, approving time sheets, disseminating information from the Student Assistant Program to DOE 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
None. May act on behalf of the Supervisor I in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of: Principles, practices, and trends of public and business administration, management , and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others; act as a team or conference leader; and appear before legislative and other committees.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for carrying out the policies, goals, and objectives of DOE's business plan, developing and monitoring the personnel support budget, facilitating employee personnel transactions and handling sensitive personnel matters.

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Poor judgment in any of these areas could result in errors in staff pay/benefits or personnel budget cuts, adversely affecting the Program and the Department's ability to deliver efficient customer service to those employed by DOE.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the Department, especially those within DOE and DHR, maintaining a cooperative liaison with each of these areas. The incumbent will also work with the general public regarding various personnel related inquiries. The incumbent must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee works on a computer for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Employees 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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION Division of Equipment Budgets & Admin/Resource Mgmt.	
WORKING TITLE Human Resources Liaison	POSITION NUMBER 932-001-5157-925	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 general direction of the Branch Chief, Resource Management, a Supervisor I, the Analyst I is the Division of Equipment's (DOE) liaison regarding all personnel and human resources (HR) matters for DOE Equipment Shops and Headquarters (HQ) programs. The Analyst II provides oversight of personnel concerns including hiring processes, examination needs, and classification studies. The Analyst II is also responsible for personnel/management reports, assisting with payroll concerns, and acting as Back-Up for other HR Liaisons in the HR Liaison Branch.

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.

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- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation, Stewardship)
- 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 - Innovation, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, Stewardship)
- 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, People First, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

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45%	E	With supervision, completes and/or processes various personnel-related documents by analyzing requests to ensure all required paperwork are appropriate, complete, and accurate for submission to the appropriate DHR Offices. Analyzes and prepares position request documents. Documents developed include but are not limited to: PARFs, Action Request Forms (ARFs) and Out-of-Class (OOC) forms. As a DOE hiring contact, responsible for timely and accurate responses to internal/external inquiries regarding hiring and hiring packages. Assists DOE staff with developing, rewriting, or amending duty statements by reviewing CalHR job specifications with direct supervisor and working with DHR Classification and Hiring Services. Ensures duty statements and classifications are appropriate to the positions and duties performed. Assists DOE management with justification for reclassifications or new positions.
10%	M	In a backup capacity, provides oversight of the DOE Student Assistant Coordinator program, which includes assisting with the completion and posting of Duty Statements and hiring packages to DHR, approving time sheets, disseminating information from the Student Assistant Program to DOE as needed.

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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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