

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                     |                                                  |                             |
|-------------------------------------|--------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Analyst II  | OFFICE/BRANCH/SECTION<br>CONSTRUCTION/ADMIN UNIT |                             |
| WORKING TITLE<br>HIRING COORDINATOR | POSITION NUMBER<br>907-508-5393-XXX              | REVISION DATE<br>08/10/2026 |

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

GENERAL STATEMENT:

Under the general supervision of a Supervisor I, the incumbent plans, organizes, and coordinates personnel administration functions for the Division of Construction. The incumbent serves as a subject matter resource on personnel policies, procedures, and hiring ensuring compliance with departmental and State requirements. The position operates as a key contributor within the unit, providing lead-level support and guidance as needed, but does not have formal supervisory responsibility.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- **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 - Integrity, 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. (Employee Excellence - Collaboration, People First)
- **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. (Employee Excellence - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

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| 40% | E | <p>Serves as the main contact for all hiring activities within the Division of Construction. Incumbent performs comprehensive assessment and completion of: obtaining necessary approvals for personnel actions; PARF preparation; PARF approval through Office of Budgets, District Personnel Liaison, Personnel Transactions and Personnel Analyst; Exam &amp; Cert Online System (ECOS) questions; interview coordination; and final ARF/PARF preparation. Responds to hiring inquiries from general public as well as internal prospective applicants.</p> <p>Incumbent will serve as the primary administrator in all Managerial Selection Process (MSP) hiring activities for the division. Responsibilities include working with the Hiring Manager on completing extensive MSP requirements and coordinating with HQ MSP Unit on setting up the examination.</p> <p>Responsible for the Post and Bid (P &amp; B) for bargaining unit 11 for the Division. Is the region expert on Bargaining Unit 11 Memorandum of Understanding Post and Bid process. Consults with supervisors on current vacancy issues in Bargaining Unit 11, rank and file, and makes necessary recommendations to fill the vacancy. Responsible for tracking the list of the bidders for vacant positions. Works with Human Resources Southern Service Center to determine senior bidder.</p> <p>Will assist hiring supervisors with necessary information needed to conduct interviews and generate the necessary tools needed for the interview panel. Assists in monitoring any timed exercises scheduled as part of the hiring process. Will research and secure the proper locations for such interviews. Notifies all candidates of scheduled time and location of interviews.</p>          |
| 25% | E | <p>Serves as the main contact in completing Position Action Request Forms (PARF) for the Construction Program. This task requires working closely with the manager regarding all requests to incorporate information correctly and accurately. Requests are processed for a variety of reasons, such as, establishing new positions, filling or re-classing vacant positions, unit or serial changes, temporary help (retired annuitants), CBID changes, and various other personnel action requests.</p> <p>Incumbent must ensure that positions within the Construction Program are properly allocated according to established activity plans and workload based on data from the Construction Resource Management System (RMS). They must also determine if current positions are accounted for in the monthly Position Tracking Automated System (PTAS) Report. If current positions and allocations do not match, the incumbent must provide management with sound judgment in determining a solution.</p> <p>Incumbent will also serve as liaison between the Division of Construction, Budgets, and Headquarters Human Resources Division. This function is critical in tracking all PARF's by date of request, classification, requesting unit, etc. Incumbent will provide oversight on the updating and management of the Divisions hiring log that contains information from inception to completion. The hiring log is maintained in Excel Spreadsheet form. Incumbent will be responsible for updating management on a monthly basis by preparing reports regarding temporary field staff assignments, pending PARFs, vacancies, volunteer program and hiring status. Maintains PARF file records to monitor and track Construction Division staff resources.</p> |

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| 25% | E | <p>Incumbent provides oversight on the maintenance and updating of the District Personnel on Board Database with all pertinent information needed for confidential and work related changes and information for the Construction Program. This database contains employees of District 07-Construction and retired annuitants. Incumbent compares &amp; reconciles information with the Personnel on Board Database and Position Tracking Automated System (PTAS) reports for accurate and updated information and prepares reporting information for management accessing the database information. Must be familiar with Database software to maintain and update records periodically. Will make necessary changes on the database to coincide with generated PARF's.</p> <p>Responsible for the maintenance of the Division's organizational charts. Incumbent will maintain, create, and update all program organizational charts for the use of completing PARF's and for use of analyzing staffing ratios. All organizational charts should be current and match reports on current PY's and vacancies, if they exist. Additionally, assists management in researching, compiling data and analyzing information related to personnel operations. Researches and analyzes complex and sensitive program issues to verify consistency with department policies and procedures. Identifies issues and items where action by the Supervisor I is required.</p> |
| 5%  | M | <p>Serves as the badge liaison for the Division of Construction and is responsible for coordinating the process of obtaining identification badges for new employees. Completes and submits paperwork to the division of Administration to obtain ID badges for new employees.</p> <p>Assist with the Divisions Service Awards, Employee Recognition Program Service Awards and United Way campaign, distribute payroll checks, and mail correspondence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5%  | M | <p>Serves as liaison to the Division's webmaster for the Construction Personnel intranet website responsible for content. Writes &amp; edits documentation to coordinate with web designer/ IT to direct &amp; guide users of the site to accurate information and answer questions that may arise regarding all aspects of personnel matters.</p> <p>Responsible for organizing &amp; maintaining the various email groups for Division of Construction keeping the information updated &amp; accurate. Creates periodic "What's New in Construction" bulletins to be distributed throughout the District. Attend training as deemed mandatory or necessary, which may require travel and overnight stay.</p> <p>May work as back up for Estimates unit, Labor Compliance Unit, Contract Compliance Unit, and Administration unit (including but not limited to: hiring, Cozeep payments, procurement, training coordinator, CSR Representative).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

<sup>1</sup>ESSENTIAL 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  
Noe, but may act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
Must have knowledge of principles and methods of public and business administration including fiscal, personnel management, training, general business management, budgetary procedures, purchasing, principles of safety practices, modern office methods, forms, equipment, records management governmental functions and organization, specifically for Caltrans. The incumbent will plan, organize, estimate and budget for future needs and costs of personnel, equipment, supplies and services, and speak and write effectively. The incumbent must demonstrate capacity for assuming increasing administrative responsibility; prepare memorandums, letters and reports and communicate effectively with others.

Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; ability to use computer applications such as Outlook, Word, Excel, Access, Power Point.

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Electronic Fiscal Integrated System, and Integrated Maintenance Management System.

The incumbent must be able to identify problems and issues, develop and compare alternatives, and provide sound guidance to management. The incumbent must have the ability to establish and maintain good working relationships; use tact and good judgment in dealing with the public; use and interpret reference material; reason and analyze data effectively. Must be able to maintain the confidentiality of the hiring process.

- . General knowledge of data analysis and processing; in-depth knowledge of computer usage, development of usage, word processing and spreadsheets
- . Knowledge of the Departmental Administrative process
- . Knowledge of budget and accounting processes
- . Reason logically and creatively to resolve complex problems
- . Develop and evaluate alternatives
- . Analyze data and present information effectively in both written and oral formats
- . Effective interaction with managerial and professional staff
- . Gain and maintain the confidence and cooperation from others
- . Independently evaluate and implement policies and procedures
- . Effectively manage time while performing a variety of functions

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent decisions regarding the proper hiring processes and makes hiring commitments based on independent research. Will be responsible to make thoughtful and accurate decisions. Inattention to detail or failure to closely follow established procedures could result in illegal hires or other serious personnel actions.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with Construction employees, supervision, staff at the District Office level, District 7 Resource Management, Human Resource Southern Service Center and will also have extensive contact with the public. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard, mouse, monitor, and perform fine manipulation. Will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and on the telephone. Must be emotionally stable, and be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines.

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### WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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 |
|----------------------|------|

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

|                        |      |
|------------------------|------|
| SUPERVISOR (Signature) | DATE |
|------------------------|------|