

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION 59/DES/PPM&OE/OCCA/BIDS & APPROVALS UNIT	
WORKING TITLE Office Support Analyst	POSITION NUMBER 559-150-5157-023	REVISION DATE 08/17/2026

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

GENERAL STATEMENT:

Under the supervision of a Supervisor I in the Division of Engineering Services (DES) Program/Project Management & Office Engineer (PPM&OE), the Analyst I uses basic analytical skills to perform duties and reporting related to contracts awarded by the Office of Construction Contract Awards (OCCA). Responsibilities include providing weekly contract award reports, sending awarded contracts to winning bidders, creating and maintaining Job Order Contracting (JOC) records, receiving and scanning post- and bid-related documents, following up with bidders on contract documents, and returning bidder bonds. The Analyst I also serves as the OCCA Title VI Liaison and assists with processing 30-Day Bid Extension letters and Bidder ID requests from contractors.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, Pride, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity, 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 - Integrity)
- **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. (Equity - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity, 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. (Equity - Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **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 - Integrity, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Assists with and provides reports on the Federal Title VI Program and serves as the OCCA liaison for Title VI matters. Serves as a functional administrator for JOC, including assisting with processing and maintaining all files within databases, creating new JOC records and tracking contracts through execution. Assists contractors and external stakeholders in obtaining construction contract information, contract documents and bid submissions. Communicates effectively and tactfully with the public and Caltrans staff at all levels through out the State, providing recommendations based on thorough analysis and research. Evaluates situations accurately and takes effective action. Creates and reviews documents to ensure completeness, accuracy, and compliance with Caltrans policies and procedures, Legal and other State and Federal requirements; seeks guidance and pre-approval from the Supervisor I. Maintains Caltrans contractors public facing website including, ensuring the bid documents and all subsequent postings are thorough, complete and accurate. Works directly with the internal webmaster to identify and resolve website posting errors. Assists the Award Analysts by processing Bid Extension Letters.
25%	E	Assists Bid Analysts with the Bid Opening process. Attends and participates in various meetings with staff at all levels, using sound judgment to document and incorporate relevant information into reports. Assists in generating, updating and maintaining reports, including reports on awarded and approved projects. Sends contract bid extension letters when bids are approaching the 30 day bid expiration date. Archives documents and follows up with contractors and stakeholders to obtain missing or late information critical to the award and approval process. Scans the executed contracts after they are signed by Legal. Assists with uploading executed contracts by district to the DES-OE intranet web portal. Processes Bidder ID requests from contractors.
15%	E	Works with the Farmers Market Plaza mail room staff to mail out approved contract documents to the District Office Engineer and Construction. Prepares confidential memos, reports and correspondence in conformance with accepted Department formats. Compiles, edits and prepares monthly, quarterly and annual reports for review and approval by the Supervisor I. Provides guidance and assistance when needed to clerical personnel.
5%	M	Maintains the OE Contractor's List database by entering and verifying accurate contractor information. Prepares and returns non-electronic bidder bonds to unsuccessful bidders following contract award.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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

The incumbent does not supervise other employees but does provide direction and guidance to clerical and/or student assistant staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Government Code, Public Contract Code, Military and Veterans Code and the U.S. Department of Transportation guidelines for Federal Highway Administration funded programs including, but not limited to, 49 Code of Federal Regulations (CFR) Part 26; principles and trends of public and business administration, specifically the State and federal budget process and contracting procedures, the purpose, formal goals and objectives, organizational structure, policies and procedures of the Department of Transportation; State and Federal laws, rules, regulations, standards and administrative procedures as they pertain to the processing and award of highway construction contracts. Knowledge of microcomputer technologies and software is desirable.

Be detail-oriented and produce completed staff work. The ability to communicate effectively and tactfully orally and in writing; review and edit written reports; reason logically and creatively and interpret written and numerical data accurately. The ability to be deadline-driven, have the ability to adhere to very tight time frames and handle a tremendous volume of work which requires multitasking and a comprehensive knowledge of governmental functions and organization.

Be dependable and able to establish and maintain cooperative working relationships within the Department, other agencies and the construction industry; develop and maintain a level of professional integrity to ensure that the best interests of PPM&OE and the Department are served; work well with staff in a variety of classifications and all levels of management, establish and maintain project priorities and deadlines.

The ability to analyze problems and issues as they arise and adopt an effective course of action, reason logically and creatively, consult with and advise interested parties on subject matter within the area of assignment.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for ensuring that all documents pertaining to Caltrans highway construction projects are completed accurately, scanned and posted to the Department's website. Errors could result in contractors not receiving correct contract information which could lead to bid protests from contractors and/or delaying the award of a contract.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with all level of staff within the Department and the public. The ability to communicate effectively and tactfully and be able to address issues and questions from all requesters, both within and outside of Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to move up to 50 pounds. May also be required to move large or cumbersome packages from one location to another. Ability to adjust to variable work demands and/or deadlines daily. May be required to sit for long periods of time using a keyboard and video display terminal. The ability to use fine manipulation and/or simple grasping during the course of their workday. The ability to communicate effectively and be able to sustain the mental activity needed to conduct necessary research and analysis. The ability to organize and prioritize varied documents and assignments. Have the ability and aptitude to utilize a personal computer to update, retrieve and analyze information. The ability to multi-task, regularly respond to emails and phone calls.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Have the ability to work in a small office and be able to work well with coworkers and the public. The ability to work well under pressure in a fast-paced work environment. Workload demands will dictate the need for overtime work.

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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