

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION D4RWLS-Data Management/Administrative Services	
WORKING TITLE Analyst I	POSITION NUMBER 904-403-5157-001	REVISION DATE 04/10/2026

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

GENERAL STATEMENT:

Under the supervision of the Administrative Service Branch Chief, a Supervisor I, the incumbent assists Analyst I, in performing a wide variety of complex hiring-related and other administrative services for the Division of Right of Way & Land Surveys. The incumbent works with Headquarters (HQ) Human Resources (HR), the District 4 Administration Division, and District 4 Right of Way & Land Surveys management in the hiring of Right of Way, Land Surveyor and Research Data (GIS) classifications. The incumbent is also responsible for assisting Division offices with purchasing and contracting needs. The incumbent is expected to consistently exercise a high degree of initiative and provides excellent customer service. Travel to field offices may be required. This position is represented under collective bargaining.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Equity, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Innovation, Integrity, 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. (Equity, Employee Excellence - Innovation, 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. (Safety, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **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, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **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, Employee Excellence - Innovation, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Equity, Employee Excellence - Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

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20%	E	Supports Division recruitment and hiring efforts, on-boarding and personnel transactions. Assists hiring supervisor / manager throughout the hiring and recruitment process ensuring compliance with DHR Policies and procedures. Collects, reviews, corrects errors and processes all required documents included in the Division Hiring Packages including; Duty Statements, Hiring Consideration Forms, PARF, ARF, organizational charts, and screening criteria documents. Coordinates new employee on-boarding including IT equipment and mobile phone requisition, IT requests for new employee network/email accounts, cubical and office furniture assignment, office supplies and coordinates new employee orientation and other mandatory training.
20%	E	Creates, reviews, and maintains the division's organizational (Org) charts using Visio using the proper format to provide an overview of reporting relationships between positions and levels of supervision and responsibilities within the division. Analyze Org charts to produce staff ratios. Review monthly PTAS report, and Blanket Position report to monitor authorized positions for the division. Gathers, tabulates, and analyzes hiring and staffing data for current and past employees including current staff roster, rotations, promotions, retirements and separations. Meet with management on analytical findings, make recommendations and implement any recommended changes.
20%	E	Supports Division procurement and service contracting efforts. Assists with RQS/PO and CPO package creation, equipment receipt and tracking and timely submission of invoices for payment of Contracts/POs/ CPOs. Duties include research to identify vendors and service providers and potential cost saving alternatives. Solicit bids from vendors and service contractors. Service contract maintenance including tracking and monitoring of title & escrow, janitorial, copier and other contractor performance, invoice tracking and payment.
15%	E	Supports Division training coordination effort. Maintains database tracking employee training history. Working closely with supervisor/managers, coordinates employee training class enrollment and completion certifications. Processes and insures timely payment of invoices from training service providers.
15%	E	Supports Division property control efforts. Duties include the tagging, monitoring, and inventorying of all expendable and non-expendable State equipment/property. Coordinate the disposal of surplus/unusable equipment, and processes all forms dealing with lost, stolen or destroyed State equipment. Develop and maintain an inventory database that reflects the real-time status of Division computers, monitors, mobile phones, printers, furniture and other equipment. Inventory information includes but, is not limited to equipment description, manufacturer, model number, serial number, CT Tag, purchase cost, warranty terms, purchase date, purchase price, purchase request number, CPO number, disposition, user name, and user office. Perform physical inspections and provides counts of all tagged property and prepares quarterly reports. Reconcile with the Division of Procurement and Contract's (DPAC) records. Assess needs, researches, and analyzes alternatives, recommends solutions. Prepare cost/benefit analysis to ensure best use of telecommunications equipment and budget. Assist staff with mobile phone set up, troubleshoots issues and coordinate service requests with IT for RWLS staff.
10%	M	Provides backup coverage to clerical work when the Office Technician staffs are absent and/or as warranted by workload. Duties may include but are not limited to; mails, logs and date stamps all correspondence; answering phones, answering questions, typing and/or editing correspondence, payroll distribution, supply distribution, meeting room set up, equipment check out, greet and escort guest, and creating shared reviews etc. Assist with purchasing and receiving purchases; Provides administrative support to RWLS seniors, and manage the RWLS Admin shared email boxes. Attend meetings, training courses and/or seminars, managing and organizing the shared outlook mailbox, create, manage and maintain up to date procedures manual for all task, complete assignments in shared drive for team access. Must work in conjunction with the other administrative staff to ensure all administrative duties are covered during absences, operation demands and peak periods.

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

Position has no supervisory responsibilities, but must have the ability to work with and encourage others to provide information in a timely manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Of Caltrans' organization, mission, policies, and procedures; State government administrative laws and rules, including, but not limited to, State Contract Manual (Volumes I, II and III), contract administration, policies, and procedures as outlined in the State Administrative Manual. ABILITIES: Approach a problem by using a logical, systematic, sequential approach;

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weigh the costs, benefits, risks, implications, and chances for success, when deciding; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; take responsibility for own work, including problems and issues; notice trends and develops plans to prepare for opportunities or problems; identify and propose solutions that benefit all parties involved in a situation; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; ensure the effective, efficient, and sustainable use of public service resources and assets; function effectively when under pressure and maintain self control in the face of hostility or provocation; communicate ideas, thoughts, and facts in writing.

ANALYTICAL: Must have the ability to analyze administrative problems and recommend 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 new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; are proficient in the use of Microsoft computer applications such as Word, Excel, Access, PowerPoint, Outlook & Microsoft Project. Must be able to identify problems and issues, develop and compare alternatives and provide sound guidance to management. The incumbent must have general knowledge of data analysis and processing; knowledge of computer usage and the development of word processing and spreadsheets; must interact effectively with managerial and professional staff; must gain and maintain the confidence and cooperation from others; independently evaluate and implement policies and procedures; and must effectively manage time while performing a variety of functions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee may have access to very sensitive and confidential information. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects which may result in civil or criminal action against those involved.

PUBLIC AND INTERNAL CONTACTS

Confer with all levels of departmental management and personnel within the Department, other state agencies and local entities. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal , must be able to organize and prioritize their work under deadline situations and adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

WORK ENVIRONMENT

Ability to tele-work is required. Duties will require work to be conducted in both Caltrans district office and tele-work environment. Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned work space will generally be an open floor plan, cubicle type office environment. There will be occasional fluctuations in building temperature. The work site may have limited viewing access to the outdoors.

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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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