

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 8/ Administration/Facilities	
WORKING TITLE Facilities Operations Officer	POSITION NUMBER 908-031-5393-002	REVISION DATE 07/29/2026

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

GENERAL STATEMENT:

Under the direction of the Supervisor I, the Analyst II will serve as a Facilities Operations Officer. The incumbent independently organizes, administers and monitors the District Facilities Contracts and the Facilities Purchasing. Performs full journey level analytical work by carrying out the more responsible, varied, and complex technical analytical staff services work in the Contract and Purchasing Program.

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 - Equity, Innovation, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Equity, Innovation, Integrity, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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. (Equity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, People First, Pride, 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 - Equity, Integrity, People First, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride, 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. (Safety, Equity, Employee Excellence - Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Independently research and analyze data, keep accurate records and write service contracts. Monitor and evaluate contract to ensure work and performance is being adhered to the specifications in the contracts. Monitor and analyze contracts budgets for any additional funds and or amendments. Pay all Service Contract, Cal-card, and non-credit card invoices through the Accounting Division procedures utilizing the Caltrans Advantage 4/Financial system (CGI Advantage). Independently set up meetings with vendors to order technical equipment such as copiers, computers, and maintenance equipment though Purchase Order/Service Contract Request Requisition (RQS) process.

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30%	E	Contract manager for Facilities related service contract by researching requirements, drafting service contract language for review of Facilities Manager. Process service contracts, Cal-card, and non- credit card invoices and reconciles them against approved expenditures, Facilities arrangement of meetings with vendors and various technicians that provide services to the district using the Purchase Order/Service Contract Request Requisition (RQS) process. In the Advantage database from Enterprise Resource Planning Financial Infrastructure (E-FIS). Preparing HQ Division of Business Operations reports, Monthly and Yearly.
20%	E	Tenant Coordinator, responsible for 13 state agencies leasing space at the Rosa Parks Memorial Building. Duties include scheduling and administering quarterly tenant meetings to better service and handle any problems and concerns tenants may have. Interacts with State and local law enforcement agencies on building and tenant matters.
5%	M	Operational needs, responding to calls relating to temperature control, lighting and other building related issues. Reporting problems to the Facilities Manager, Chief Operations Engineer II, Chief Operations Engineer I, Stationary Engineer, and Maintenance Mechanics.
5%	M	Facilities office back up when staff is on vacation and/or out of the office, needs to handle employees and clients that have walk-in predicaments and inquiries.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, procurement, and management analysis; and governmental and organizational functions; computer proficiency and knowledge of various computer software applications such as Microsoft Word, Excel, PowerPoint, Outlook, and the Internet. Must demonstrate proficiency in business writing and correspondence by independently using a wide knowledge of vocabulary, grammar and spelling.

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; 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; communicate effectively and tactfully with all internal and external customers; work with minimal supervision and be able to analyze and evaluate situations and make recommendations to management; interpret and apply specific laws, rules and office policies and procedures; and ability to work independently and as a team member in a fast-paced environment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under general supervision, performs analytical work and ensures compliance of various administrative requirements; responsible for applying completed staff work and exercising initiative in carrying out assigned duties. Employee must use discretion in responding to inquiries without making inappropriate statements that would negatively affect Caltrans and the state. Erroneous information provided to Department employees and the public could result in monetary loss to the state; failure to properly resolve issues, interpret and apply policy could result in non-compliance to various administrative rules and policies. Inappropriate decisions and errors could greatly inconvenience employees and the public, and adversely affect Caltrans' public image or could result in legal action against the state.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code Section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Interact and communicate with all levels of staff and public both verbally and in writing: supervisors, managers and employees within the Department, Headquarters and District personnel, other state and government agencies, private industry and the public; must develop good working relationships with supervisors and employees.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to use a computer. Must be able to sit for prolonged periods to use a computer, answer telephone and perform other duties at a desk and assist customers at the counter.

Mental: Must be able to sustain mental activity to prepare correspondence, solve problems, formulate solutions and initiate appropriate actions; possess mental ability to respond logically and calmly to irate callers. Possess a positive, customer-service oriented attitude. Employee must be self-motivated and work independently and as a team player. Must be punctual and maintain good attendance.

Emotional: Must be able to develop and maintain cooperative working relationships; handle challenging situations in a calm manner. Must have the ability to multi-task, adapt to changes in priorities, complete tasks within limited time frames. Must possess sufficient strength, ability, endurance and sensory ability to perform the duties contained in this duty statement with or without a reasonable accommodation.

WORK ENVIRONMENT

Employee will work in a climate-controlled office/workstation under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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