

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION North Region Construction/Office of Field Construction	
WORKING TITLE Field Office Associate	POSITION NUMBER 928-502-5393-XXX	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 direction of the Construction Branch Chief, Senior Transportation Engineer (Civil), the incumbent reviews and analyzes the status of projects in Construction Civil Branch, gathers information and responds to inquiries regarding projects, tracking account usage and analyzing data for construction project expenditures. Performs analysis, calculations, prepares contracts, monthly progress payment estimates for all the contracts assigned to the Branch, analyzes actual usage reports and maintain related logs. Reviews data/information and makes modifications, submittals, and updates on Caltrans' websites, on-line programs, and supports all projects, tasks, and responsibilities as assigned by the Construction Branch Chief, Senior Transportation Engineer. Must have leadership competencies of Change Commitment, Risk Appetite, Self-development/growth, conflict management, relationship building, organizational awareness, communication, strategic minded, and result driven.

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. (Prosperity - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity - 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 - Equity, Integrity, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Employee Excellence - Integrity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Collaboration, Equity, 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. (Safety, Equity - Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Analyzes quantity calculations and prepares the monthly progress estimate for Civil communications, and/or other assigned contract items. Maintains or assists in the maintenance of necessary records pertaining to construction progress, job expenditures, contract change orders, lane closure charts, labor compliance interviews, utility service requests, weekly statement of working days, progress pay estimate / after acceptance / proposed final estimates, semi final estimates and final estimates and contingency balance. Ensures timely payment of invoices, maintains related files and documentation.

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40%	E	Analyzes and maintains status of upcoming and ongoing construction contracts. Investigates, makes recommendations, and responds to construction project related inquiries. Prepares contract files, archives contract files digitally and compile job records. Prepares weekly statement of working days. Assists Construction Civil Branch with administrative tasks. Communicates with the District Office construction administration personnel. Communicates with the Contractor, the public, utility company representatives, and other public agencies.
5%	E	Analyzes actual vehicle usage reports and maintains relative logs. Prepares reports for field office supplies requirement, and coordinates with vehicle maintenance office for field office vehicles.
5%	M	Reviews and comments on Departmental current and draft policies relating to contract administration. Assists field construction unit on related tasks.

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

No formal supervision will be performed. However, this position will act as lead in providing contract work records, budget and maintaining contract documentation

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the Departmental organization and its functional units in order to perform their duties and work under pressure to meet planned and production deadlines. Must have knowledge of Departmental contract policies and procedures. The incumbent must have the ability to analyze situations accurately, and take appropriate and effective action: deal tactfully with the internal stakeholders, contractors, and outside consultants on a sensitive and timely manner. The incumbent must have the working knowledge of mainframes and personal computer software, such as windows Word, Excel, Power point, Adobe Acrobat, Falcon DMS, etc. as well as modern office methods, supplies and equipment. Incumbent must also possess excellent organizational skills in order to meet deadlines to ensure timely project delivery and must possess ability to speak and write clearly and effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to effectively make decisions concerning work in progress and in solving assignment related issues. Work must be performed in an accurate, organized, and timely manner, failure to do so could result in unnecessary delays and/or costs to the Department. The incumbent must be able to set priorities with the work schedule, as poor judgment would hamper work flow resulting in loss of time, work delays and substandard service by the Department.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous written and oral communication with the supervisor, within the unit, Design Engineers, Resident Engineers, other internal units, and external partners as apply. Incumbent must establish and maintain courteous and cooperative relations with those contacted in the course of work; and provide high quality service. Must adhere to service standards set by the incumbent's unit and provide high quality service to both internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods using a keyboard and video display terminal; sustain mental activity for analysis and reasoning. This position may require travel to construction offices and upcoming or current project field sites, travel locally or to other areas of the state. May include walking on uneven ground, bending, stooping, and kneeling. Incumbent may be exposed to construction dust, dirt, noise, inclement weather, and live traffic. Incumbent must have the ability to develop and maintain cooperative working relationships; consider the needs and perspectives of others; respond effectively to changing circumstances; and communicate to foster a team-oriented environment and conduct all work related relationships in a professional manner.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting at the field office; may require attending meetings or site work at District or local field office. Incumbent is responsible to maintain a safe and organized workstation. The position requires travel locally and on rare occasion to other areas of County or the State. Possession of a valid driver's license is required when operating a state owned or leased vehicle

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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