

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Division of Risk and Strategic Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Risk Analyst	702-085-5393-924	07/24/2026

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

GENERAL STATEMENT:

Under the general direction of the Enterprise Risk Management (ERM) Program Supervisor I, the Risk Analyst will complete a variety of innovative, complex, and analytical tasks in support of enterprise risk management functions. The incumbent will be responsible for the development, delivery, coordination, and evaluation of the Caltrans Enterprise Risk Management program deliverables. The Risk Analyst will provide cross-functional assessments involving a wide range of risk categories, including those of a programmatic, compliance, legal, security, operational, reputation, political, or strategic nature. The Risk Analyst will conduct analytical review through risk assessments, compliance reporting, and evaluation of internal controls. These analytical actions will be guided by standards derived from the Committee of Operating Standards Organization (COSO) to manage risks across the Department.

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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Work closely with the ERM Program Supervisor I to develop, implement, coordinate, deliver, and evaluate the statewide Enterprise Risk Management (ERM) function. Use the Committee of Operating Standards Organization (COSO) framework to help expand the office's effort to analyze how we manage risks across the Department.
25%	E	Conduct risk assessments in districts and divisions, helping assisting leaders in identifying top threats and opportunities, and improving the related systems of controls. Assist the ERM Program Supervisor I with assigning risk owners to implement risk responses. Monitor and report on risk treatments to the ERM Program Supervisor I, the Division Chief of Risk and Strategic Management (Division Chief), and other Caltrans leaders.
15%	E	Assist the ERM Supervisor I with the creation and maintenance of the Caltrans annual corporate risk profile. The Risk Analyst will assist in developing and maintaining the tool used for collecting and maintaining corporate risk profile data, while maintaining its integrity throughout its life cycle.
15%	E	Monitor changes in the law and departmental policy and make updates to training and marketing material, where applicable. Present and recommend modifications to ERM procedures, trainings, marketing materials, and policies to the ERM Program Supervisor I and Division Chief. May be called on to deliver risk management trainings.
15%	E	Assist the ERM Program Supervisor I with the development and management of the ERM Committee. Prepare agendas, presentations, and correspondence. Analyze current ERM tools in the marketplace and help in the procurement process, or develop in-house tools based on best practices.
5%	M	Develop reports for management's use in communicating workload activities and accomplishments. Perform other duties as required.

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 position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires familiarity with the Department's statewide organizational structure. Must have knowledge of the Department's mission, goals, and objectives. The incumbent must have the ability to work independently.

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The incumbent must have the ability to reason logically and creatively. Must be able to establish and maintain priorities and a level of professional integrity to ensure that the best interests of the Administration and the Department are served. The incumbent must also have the ability to work well in an interdisciplinary team and be able to function in a lead capacity when called upon.

The incumbent must have the ability to establish and maintain cooperative working relationships with departmental staff. In addition, the incumbent must be able to conduct research, and must possess effective written and verbal communication skills. Must be able to adopt an effective course of action; develop effective management reports and recommendations based upon sound logical conclusions; maintain confidentiality; and, develop and maintain team effort and cooperation among staff.

Incumbent must have knowledge of databases, Microsoft Excel, Word, Power BI, Smartsheet, and Power Point presentation software. Incumbent must have knowledge and experience related to remote collaboration tools like, Microsoft Teams, Webex, Zoom, etc.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have significant impact on the Department's ability to meet its objectives. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Data and resource management errors could result in improper management decisions at all levels, inaccurate reporting, incorrect workforce decisions, and inability to meet departmental strategic planning goals. Poor judgment in any of these areas would severely constrain the Administration's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage the offices reputation as a 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

The incumbent maintains communication with all levels of Department staff, from clerical to executive, for the purpose of providing guidance and direction. Incumbent works closely with Districts and Divisions. May be required to have contact with other state agencies, such as Fair Political Practices Commission, the Bureau of State Audits, etc. All contacts require tact and sensitivity.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical – the incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Will be required to travel between various Caltrans Sacramento offices, and may be asked to visit Caltrans district offices statewide, to attend meetings.

Mental – The incumbent must be able to read and understand a variety of technical documents. Must have the ability to multi-task, prioritize and adapt to changes in priorities, and produce completed staff work on short notice. Must also be able to approach challenges with a positive, solution-seeking mindset.

Emotional – The incumbent must be customer-service oriented, as the Risk Analyst will have interaction with people at all levels within the organization. It is very important that the incumbent possess the ability to work with others in a positive and cooperative manner. The incumbent may be subject to, and have the ability to handle, irate employees in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and professionally. Must deal effectively with pressure while maintaining focus and remaining professional even under adversity.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting environment with artificial and natural lighting. The incumbent will occasionally take transportation or walk to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions. Some in-state travel will be required, but will average no more than 10% of the incumbent's work time.

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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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