

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Division of Right of Way/RW Operations	
WORKING TITLE Division Admin, Training, IT, Purchasing, and Contracts Analyst	POSITION NUMBER 907-400-5393-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 Right of Way (R/W) Management, the incumbent performs analytical, administrative, training, contract management, and IT support duties that are critical to the Division’s operational effectiveness. The position independently administers the R/W training program, manages IT and non IT contracts, oversees equipment accountability, coordinates special projects, and provides analytical reporting and database support. Assignments require strong judgment, organizational skills, and the ability to coordinate with management, the Fund Monitor, the Capital Outlay Support (COS) Program, Headquarters PDPD, IT, Procurement, and other internal partners to ensure compliance, continuity, and alignment with Caltrans and Division goals.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Employee Excellence - Innovation, Integrity, People First)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Employee Excellence - Innovation, Integrity, People First)
- **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. (Safety, Prosperity - Innovation, Integrity, People First, Pride, 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, Prosperity - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First, 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. (Safety, Equity, Employee Excellence - Innovation, People First, Stewardship)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Employee Excellence - Collaboration, People First, Pride)
- **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, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	The Analyst II serves as the Division of Right of Way (R/W) Training Coordinator, responsible for administering, evaluating, and implementing the Division's training program. Ensures that all training activities support development of a highly skilled, professional, and ethical workforce and align with Caltrans' mission and operational needs. Administers R/W training programs and ensuring effective, sustainable delivery methods that meet organizational competency requirements. Maintains detailed records of employee training, skills, and experience using departmental databases. Collaborates with R/W management to design, update, and implement courses, workshops, and seminars that respond to operational needs and program priorities. Updates the annual R/W Training Allocation Plan and conducting ongoing evaluation of training needs. Works with the Division Fund Monitor to identify, analyze, and resolve training related funding or financial issues, including developing alternative solutions. Provides management with recommendations that consider available resources, budget constraints, and program objectives. Coordinates with R/W management, the Capital Outlay Support (COS) Program, and HQ's Professional Development & Project Delivery (PDPD) Branch to develop and maintain multi funded training spending plans. Ensures timely submission, approval, and scheduling of all training activities in accordance with policy and program needs.
20%	E	The incumbent serves as the Division's Supply Contract Manager and Purchasing Coordinator, responsible for monitoring, analyzing, and administering all IT and non-IT contracts and purchasing activities that support R/W operations. Ensures contract accuracy, fiscal compliance, timely procurement, and continuity of services. Reviews and validates all contract invoices, payment documentation, and financial transactions for accuracy. Works closely with the Division's Fund Monitor and R/W Management to ensure proper funding is available and allocated for each contract. Ensures all contracts are properly written, executed, and renewed on schedule to prevent service disruptions. Participates in meetings with district staff and R/W Management regarding IT equipment associated with contract actions. Trains designated staff as backup for supply contract management to ensure operational continuity. Processes purchasing requests on behalf of the Division, including IT and non-IT goods and services. Prepares and submits procurement documents in accordance with statewide and departmental purchasing rules. Coordinates with Procurement (DPAC), Accounting, IT, and vendors to ensure timely ordering, delivery, and payment. Tracks expenditures, reconciling purchase records, and ensuring alignment with budget allocations and program needs. Identifies purchasing issues, recommends corrective measures, and ensures compliance with purchasing thresholds, policies, and audit requirements.
20%	E	Serves as the Division's Property Control Liaison (PCL) and Agency Telecommunications Representative (ATR), ensuring compliance with IT standards, equipment accountability, and telecommunications readiness. Coordinates with IT and R/W Management to maintain quality control and IT standard compliance for computers, printers, copiers, and related equipment. Ensuring vital IT asset records are current, complete, and properly maintained. Reviews IT agreements, identifying potential problems, and taking steps to mitigate risks such as cost overruns or equipment failure. Ensures all IT equipment is properly tagged, functional, and compliant with Caltrans policies and contract requirements. Monitors work progress and tracking expenditures to prevent cost overruns or delays in project delivery caused by equipment deficiencies. Conducts annual IT and non IT equipment audits, tracking in office and off site equipment using the ADM 2011 process. Acts as contract manager for specialty services and software acquisitions for R/W. Trains backup personnel for PCL and ATR responsibilities to ensure uninterrupted support.
10%	E	The Analyst II acts as R/W's liaison for district level and program level special initiatives requiring administrative coordination. Manages annual renewals of specialized software and small delivery service agreements that support R/W functions. Serves as the district's LADOT Placard Liaison. Represents R/W on internal committees such as ERP related efforts, the RAVE Committee, Title VI coordination, and other committees designated by district or R/W leadership.
5%	E	The incumbent provides analytical and administrative support to R/W Planning and Management. Produces queries, tables, forms, and reports using Advantage, R/W databases, and other systems to support management needs. Develops and maintains accurate records and preparing ad hoc and recurring reports. Serves on quality improvement teams to support process enhancements. Assists with Planning and Management activities as assigned. Serves as backup for scheduling interviews for vacant or promotional positions.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent works under the general direction of Right of Way Management. Assignments are provided with defined objectives, and the incumbent is expected to perform duties independently and exercise sound analytical judgment. The position does not supervise permanent staff but provides functional lead direction, guidance, and training to backup personnel supporting contract, IT liaison, and training program functions.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

KNOWLEDGE: Caltrans' organization, mission, policies, and procedures; statewide Right of Way Division program goals, objectives, and priorities; administration, office management, and familiarity with the methods and organizational structure of Caltrans, District 7. The incumbent must possess knowledge of the principles and practices of public and business administration, budgeting, procurement, and contract management. State purchasing requirements and procedures for IT and non-IT goods and services. Training program coordination, tracking systems, and administrative processes. IT standards, telecommunications inventory requirements, and statewide asset-tracking guidelines. Departmental rules, policies, and Right of Way procedures. Financial systems such as CGI Advantage, InfoAdvantage, and other departmental databases used for reporting, procurement, and expenditure tracking. Documentation standards, record retention practices, and reporting requirements.

ABILITIES: Perform complex administrative and analytical work independently with minimal supervision. Interpret and apply state policies, procurement guidelines, contracting rules, accounting standards, and personnel procedures. Prepare clear, concise, and accurate reports, recommendations, and summaries for management. Coordinate activities across units and maintain cooperative and professional working relationships with internal and external partners. Organize and prioritize multiple assignments, work under pressure, and meet established deadlines. Communicate effectively in writing and orally with management, staff, vendors, and external entities. Analyze problems, identify trends or potential deficiencies, and develop practical solutions consistent with policy and resource constraints. The incumbent must be proficient in the use of Microsoft Office Suite, such as Word, Excel, PowerPoint, and Outlook.

ANALYTICAL: Evaluate training needs, contract terms, fiscal documentation, IT inventory records, and purchasing requests to ensure accuracy, compliance, and alignment with Division goals. Review, interpret, and reconcile financial data, expenditure reports, and procurement documents. Identify irregularities or inconsistencies in purchasing, contract management, time reporting, or asset-tracking documentation. Conduct research to support Division decision-making, program planning, and policy development. Develop data-driven alternatives, assess impacts, and recommend solutions that support operational efficiency and compliance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in purchasing, contract oversight, training coordination, financial tracking, or IT equipment management may result in delays in project delivery, contract or procurement compliance issues, service interruptions, budget impacts or improper fund use, reduced staff readiness or training deficiencies, operational inefficiencies. Accuracy and attention to detail are essential to ensure compliance, continuity, and effective program support.

PUBLIC AND INTERNAL CONTACTS

The incumbent will deal regularly with staff at all levels both in the District and at Headquarters Procurement and Accounting, and private businesses. The incumbent must have good communication, telephone and e-mail skills, and be able to deal with others in a courteous and professional manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sustain prolonged periods of concentration while performing analytical work, reviewing detailed documents, and entering data into various systems. The position requires the ability to sit for extended periods, to use a computer and standard office equipment on a regular basis, and to lift or move items that weigh up to 35 pounds, such as files, paper boxes, office supplies, IT and non-IT equipment, and cumbersome plans.

The incumbent must be able to maintain composure, professionalism, and sound judgment while working under deadlines, shifting priorities, and competing workloads. The position requires the ability to adapt to changing program needs, handle sensitive or confidential information appropriately, and interact with staff, management, vendors, and external partners in a tactful and respectful manner. Emotional resilience is necessary when resolving complex issues related to contracts, purchasing, personnel coordination, training requirements, and IT/equipment concerns.

The incumbent must be able to think clearly, analyze information, and make decisions even when faced with interruptions, high-volume workloads, or pressure to meet time-sensitive requirements.

WORK ENVIRONMENT

Work is performed in a standard office environment with extensive computer and systems use. Occasional travel may be required. Duties may involve tight timelines, competing priorities, and coordination with multiple internal and external partners.

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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