

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	54 - Construction/Construction Support/ Publications Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Editor	913-500-5393-004	09/01/2026

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 a Supervisor I (Supervisor), the Analyst II performs a full range of varied and complex analytical and consultative work necessary to develop written publications and communications for the Division of Construction. The Analyst II uses policy analysis and formulation skills to assist subject matter experts develop and publish contract administration forms and guidance based on state and federal laws and regulations and contract specifications. The Analyst II conducts research, surveys and comparative analytical studies of various legal and contractual content.

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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Updates existing publications to provide clear and accurate guidance to field staff responsible for administering statutory requirements related to highway construction contracts and maintaining compliance with division publication standards. Researches, analyzes, interprets, and incorporates applicable provisions of the Standard Specifications, California Labor Code, California Code of Regulations, and Federal Highway Administration laws and regulations to ensure publications accurately reflect statutory and regulatory requirements. Surveys, collects, analyzes, and develops policy and procedural information to ensure publications meet division and Caltrans standards. Converts Construction Manual and other documents into publishing format, including accessibility formats, to ensure compliance with the Americans with Disabilities Act of 1990 (ADA). Develops and evaluates unit policies and procedures to promote consistent and uniform statewide publications used by engineering field staff, the contracting industry, and local agencies to administer California Department of Transportation (Caltrans) construction contracts. Applies advanced computer software skills, analytical judgment, research methods, and attention to detail in performing assigned duties and resolving complex publication, policy, and procedural issues.
20%	E	Analyzes, develops, evaluates and edits proposed content of new statewide Construction Procedure Directives, Manual Change Transmittals and other new publications to ensure clear and accurate guidance to field staff responsible for administering statutory requirements to highway construction contracts and maintaining compliance with division and Caltrans publication standards. Advises authors and technical specialists on style, readability and organization of content to produce understandable and clear guidance for a variety of complex and technical construction administration subjects such as stormwater, materials testing, labor compliance and quality control assurance. Ensures information is composed accurately to convey correct interpretation of Standard Specifications, the California Labor Code, California Code of Regulations, and Federal Highway Administration's laws and regulations.
15%	E	Supports, analyzes, develops and edits proposed content for new statewide Construction Procedure Directives, Manual Change Transmittals and other publications to provide clear and accurate guidance to field staff responsible for administering statutory requirements related to highway construction contracts and maintaining compliance with division and Caltrans publication standards. Advises authors and technical specialists on the style, readability, organization and presentation of complex and technical content to develop understandable and clear guidance on construction administration subjects, including stormwater, materials testing, labor compliance, and quality control assurance. Analyzes and reviews information to ensure content accurately reflects and conveys the appropriate interpretation of the Standard Specifications, California Labor Code, California Code of Regulations, and Federal Highway Administration laws and regulations.
10%	E	Reviews, assembles and routes publications following unit procedures for management's approval. Coordinates with other functional units to publish and distribute electronic copies of authorized documents, manuals, forms, reports, and other publications to support effective communication to field staff. Facilitates and participates in meetings and creates publications reports in order to provide a status of current work assignments to management, staff, and internal and external stakeholders.
10%	M	Evaluates, designs, develops, and maintains the division's intranet website to ensure it is current by working with Information Technology (IT) or using web content management software in order to provide effective communication to field staff who administer statutory requirements of highway construction contracts in their daily job performance. Works with IT's web design team or use web content management software to post digital copies of approved documents to the division's internet and intranet websites. Works directly with editors and subject matter experts to produce web pages, documents and flowcharts, and edit for style, readability, consistency, and organization to meet Caltran's and the division's style guide standards. Performs other job-related duties within the scope of the classification as assigned.

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
This position does not supervise other employees, but may act as a lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of technical writing techniques, have organization, record-keeping, and time-management skills. Have understanding of the purpose, organization, policies, and procedures of the department and know department organizational and administrative processes and have an understanding of the relationships between functions in headquarters as they impact programs.

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The ability to present ideas and information orally and in writing; be able to apply grammar, punctuation, and composition rules to documents, keep accurate records and collect, develop, categorize, maintain, and summarize information in a clear and concise format. The ability to identify barriers or problems that may be encountered while doing staff work and find alternative solutions to overcome them. Should be able to use various types of personal computer software such as Microsoft Word, Excel, Adobe Acrobat Pro and other Adobe products, FileMaker Pro, and publishing or graphic art programs and consistently produce quality products, and be able to Plan, organize, research, and complete assignments independently.

Be able to reason logically and creatively while using a variety of analytical techniques to resolve complex problems; be able to collect, evaluate, and report both qualitative and quantitative data to resolve program and procedural problems. The ability to perform completed staff work in the regular performance of duties, when introducing solutions to problems, and when elevating significant issues to division management. Completed staff work requires analysis of documents, concepts, policies, and procedures, and the production of logical written support for recommended improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to perform the above duties properly may have significant adverse effects on the Division of Construction's ability to accomplish its mission. Delays in publication and communication of necessary changes to statewide contract administration policies and procedures may cause Caltrans to incur additional costs due to change orders, claims, or litigation.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts daily with division and district staff and other headquarters divisions' staff. Incumbent may also communicate occasionally with contractors, consultants, and other private entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will sit for long periods of time in a climate-controlled office under artificial light using a keyboard, mouse, and video display terminal. Have the ability to grasp the essence of new information and master new technical and business knowledge; multi-task, adapt to changes in priorities and complete tasks or projects with short notice; concentrate while reviewing and creating documents to meet strict deadlines; and understand the association between administrative competencies and mission needs. Works cooperatively with others; deals effectively with pressure; maintains focus and intensity yet remains optimistic and persistent; and adjusts rapidly to new situations warranting attention and resolution. Demonstrates a sense of responsibility and commitment to public service and influences others toward a spirit of service and meaningful contributions to mission goals.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. Due to periodic problems with heating and air conditioning, building temperature may fluctuate. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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