

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                      |                                                    |                             |
|--------------------------------------|----------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Analyst III  | OFFICE/BRANCH/SECTION<br>District 11/Admnistration |                             |
| WORKING TITLE<br>Performance Analyst | POSITION NUMBER<br>911-007-5402-xxx                | REVISION DATE<br>08/11/2026 |

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 Supervisor I, Performance Manager, the Analyst III, Performance Analyst, provides high-level consultation, technical and strategic guidance and direction to supervisors and managers regarding confidential, complex and sensitive employee issues related to the progressive discipline process, policy implementation and performance improvement. The Analyst III evaluates, researches and ensures district-wide policy and procedure implementation is addressed consistently and fairly, to ensure regional operations align strictly with department goals and mitigate legal risks. The Analyst III plans, coordinates and conducts highly sensitive confidential investigations involving ethics violations and other complex claims/ complaints. The Analyst III ensures timeliness of investigations and delivery, and compliance of all investigations with the highest legal and ethical standards. The Analyst III may represent the District as settlement authority in administrative settlement conferences and/or hearings.

CORE COMPETENCIES:

As an Analyst III, 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 - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity - 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 - 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. (Prosperity - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - People First)
- **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. (Employee Excellence - 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. (Employee Excellence - Integrity, People First)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45% | E | <p>Provides technical and strategic guidance and direction to supervisors and managers regarding employee performance related to the progressive discipline process. Confers with Subject Matter Experts (SME) including but not limited to the Office of Discipline Services (ODS), Labor Relations, Driver Certification &amp; Substance Testing, Employee Health &amp; Safety, Workplace Violence Prevention, Human Resources, and the Legal Division concerning employee matters on behalf of supervisors and managers.</p> <p>Reviews and provides edits on Reports of Probationary Performance and Annual Performance Review documents, including consulting with supervisors and managers to ensure evaluations meet compliance and timeliness standards.</p> <p>For the Preventive phase, coordinates compliance with appropriate training and communication related to departmental directives, policies, processes and standards.</p> <p>For the Corrective phase, makes recommendations on appropriate level of corrective memorandum, in coordination with established processes in ODS, while ensuring employee's rights are observed. Reviews corrective memorandum for accuracy, clarity and ensures resolution.</p> <p>In conjunction with supervisors and managers and ensuring just cause has been established, develops all Requests for Discipline (RFD) for Adverse Action, Rejection During Probation, Absences Without Approved Leave (AWOL) separations, non-punitive and medical terminations. Ensures RFDs are accurate, have appropriate support materials and is thorough and complete before sending to the Deputy District Director of Administration (DDDA) for signature. Submits completed RFD to ODS for review and assignment.</p> <p>Provides timely notice to appropriate parties for service of Adverse Actions, Rejections During Probation, Absences Without Approved Leave (AWOL) Separations, Non-Punitive and Medical Terminations.</p> |
| 35% | E | <p>Completes initial review on complex, critical, and sensitive administrative District complaints. Investigates and reviews reports of alleged ethics violations with the direction from the Supervisor I which may include traveling; gathering witness statements; analyzing, and evaluating testimonies and evidence received. Prepares complex, neutral, and timely summaries after review of complaints and shares with the Supervisor I. Complaints may include, but not be limited to, Workplace Violence (WPV), Equal Employment Opportunity (EEO), Ethics, vehicle misuse incidents as well as complaints and/or allegations received from the Independent the Office of Audits and Investigations (IOAI). The Analyst III is responsible for following up and tracking all District investigations completed by Headquarters investigatory offices, including IOAI, and implement disciplinary actions with guidance from ODS, PMU supervisor &amp; DDDA</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 15% | E | <p>Manages, analyzes, and maintains spreadsheets and files according to Performance Management Unit standards with results of corrective actions taken, adverse action, settlement agreements, and State Personnel Board (SPB) and/or California Department of Human Resources (CalHR) rulings. Distributes information and responds to general correspondence and inquiries related to personnel matters in a timely manner.</p> <p>Coordinates, tracks, attends and provides training to supervisors, superintendents and managers on managing employee performance, maintaining proper documentation and records, preparing corrective memorandum and administering progressive discipline.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5%  | M | <p>May attend and provide settlement authority for SPB and CalHR settlement conferences with ODS on behalf of the District and the DDDA; may independently perform and/or participate in focus groups or administrative work groups, which may have District and/or Department impacts; and may perform other duties as assigned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

<sup>1</sup>ESSENTIAL 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

There is no direct supervision or staff; however, the Analyst III provides guidance and direction to other members of the

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

---

leadership team in the District and may act as Performance Manager.

---

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires a high degree of expertise and the knowledge and principles of practices, and trends of public and business administration, including personnel management, classification and pay issues, labor relations, employee supervision and performance management, and development and training. Knowledge of Caltrans policies and procedures, safety and health, EEO objectives, including a supervisor's role in relation to EEO and equity, WPV prevention objectives, and practices related to the laws governing public offices and agencies and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training, health and safety, and labor relations programs; the department's mission, vision, and strategic goals, and how the District's goals align with the Department; knowledge and understanding of developing effective partnerships and implementing strategic communication plans, thorough knowledge of departmental directives policies; performance measure development and assessment and the laws, rules and policies of the State of California related to effective program management.

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 clearly and effectively both orally and in writing; 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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; ability to research, understand, interpret and articulate applicable employment laws, rules, and regulations; analyze and apply principles and precedents to particular sets of facts; identify and analyze problems related to policy violations; evaluate and consider all factors and develop effective corrective actions plans and recommendations; establish and maintain project priorities; develop and effectively utilize all available resources; develop, maintain, and improve standards to excellent customer service; and effectively contribute to the department's EEO and Equity goals and objectives.

---

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Must be able to make critical decision independently that will reflect positively for the District and the department; cultivate a team environment; establish good working relationships. Poor decisions could result in ineffective decisions and solutions for the District and/or department that are inconsistent with local, state, and federal rules and regulations; loss of an employee's time and/or compensation; assessment of penalties and/or fines resulting in monetary loss to the state; compromise the District's position in legal claims and/or lawsuits and damage the District's credibility with internal and external partners. The Analyst III is responsible for maintaining confidentiality and 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 the California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

---

**PUBLIC AND INTERNAL CONTACTS**

The Analyst III interacts with all levels of staff including management, other public entities (State, Local and Federal), Caltrans families and co-workers and members of the public. Must have good virtual meeting, telephone and e-mail skills and be able to deal with others in a courteous and professional manner. The Analyst III will independently confer with all levels of District Caltrans directorate, management and staff and employee representatives, Legal Division attorneys, IOAI Office, Discrimination Complaint Investigation Unit and SPB. Handles the more difficult queries with competence and integrity.

---

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must be able to determine and execute an effective course of action while under pressure regarding sensitive issues. May be subject to explicit content. Requires ability to resolve emotionally charged issues reasonably and diplomatically. Must have the ability to develop and maintain cooperative working relationships, responds timely and appropriately to difficult situations; utilize emotional intelligence and apply situational awareness to recognize emotionally charged issues or problems and acknowledge the various responses. Must be a self-starter and be able to organize and prioritize large volumes of varied documents and tasks. Must have the ability to apply sound judgment in problem solving. The workload is subject to frequent, substantial, and unexpected changes within a short time period. Must be able to adapt to changes in priorities and complete tasks or projects with short notice. Must be able to create a work environment that encourages creative thinking and innovation. May also be required to speak in front of large groups or represent the department at various meetings. Must be able to travel overnight and long distances. Must be able to sit and/or stand for long periods of time and perform tasks utilizing a personal computer and telephone.

---

**WORK ENVIRONMENT**

The base of operation is in the District Office. While in the office setting, the incumbent is in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise levels need to be maintained at low levels. Multi-floor buildings are equipped with elevators and stairs. However, the building temperature may fluctuate due to periodic energy conservation requirements. The work environment includes constant interactions with diverse groups of customers and coworkers. Possession

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

of a valid driver's license is required to operate a State-owned or leased vehicle. This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. The incumbent is expected to be able to report to their worksites with minimum notification if an urgent need arises. The incumbent is required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an incumbent's designated headquartered location or primary residence and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the incumbent.

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 |
|------------------------|------|