

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION 08-604 MAINTENANCE SUPPORT (EFIS # 4276)	
WORKING TITLE Personnel Services Analyst I	POSITION NUMBER 908-604-5157-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 general supervision of a Supervisor I, the Personnel Services Analyst I performs a wide variety of difficult non-supervisory clerical assignments in the Maintenance Support Region. The incumbent will work individually and as a team member. Will be expected to consistently exercise a high degree of initiative, independence and originality in performing the assigned tasks. This position is represented under collective bargaining. Duties include, but are not limited to:

CORE COMPETENCIES:

As an Analyst I, 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. (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)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (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)
- **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, 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)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (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	
35% E	Provide administrative support for the Deputy District Director of Maintenance. Research, analyze, and evaluate information, including reports, charts, spreadsheets, and databases, to prepare correspondence, Minutes, Memos, emails and other various documents. Including Nepotism Approval Request packets, Review and analyze weekly ULER to evaluate and communicate corrections needed for compliance.

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35%	E	Operates a computer in the application of Microsoft Office and Excel programs. Will copy and/or scan all personnel related documents for processing forms for the hiring process. Other computer applications will be used for cataloging and maintaining office files, records, reports and lists. Responsible for maintaining all historical data, spreadsheets, and files. Responsible for scheduling interviews, making telephone contacts and assists candidates with hiring paperwork. Assists with workload of the Maintenance Support team office methods and procedures.
20%	E	Will service as a Maintenance escort for new employee orientation, direct incoming and outgoing mail, to and from the District Office and Maintenance Stations. May be requested to pick up and distribute monthly and overtime payroll, travel expense claims and travel advances. The incumbent will be expected to respond during emergency situations and use independent judgment and initiative in handling telephone communications.
10%	M	Will act as a back up time-keeper for the Support Region Office, using Integrated Maintenance Management System(IMMS), Transportation Operations & Project Support System(TOPSS), and Staff Central. Will process and verify accuracy and proper coding for travel expense claims and cash expenditure vouchers. 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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; ability to Use Microsoft computer applications such as Word, Excel, and Power Point. The incumbent must be able to identify problems and issues, develop and compare alternative and provide sound guidance to management.

- General knowledge of data analysis and processing; in-depth knowledge of computer usage, development of word processing and spreadsheets.
 - Knowledge of Department Administrative processes.
 - Reason logically and creatively to resolve complex problems.
 - Develop and evaluate alternatives.
 - Analyze data and present information effectively in both written and oral formats.
 - Effective interaction with managerial and professional staff.
 - Gain and maintain the confidence and cooperation from others.
 - Independently evaluate and implement policies and procedures.
 - Effectively manage time while performing a variety of functions.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for accurate and timely entry of data regarding material and service purchases. Errors in judgment could result in monetary loss and embarrassment to the Department and loss of confidence from the public. Judgment is exercised in making decisions relative to safe operations of office equipment and machines.

PUBLIC AND INTERNAL CONTACTS

Maintains continuous contact with fellow employees and frequent contact, by telephone, written correspondence and in person, with a wide variety of State personnel and the public. Contact includes representatives from state and local law enforcement, fire and emergency medical personnel, court referrals, and individuals from various other state and local government agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit or long periods of time as well as stand, bend, stoop, squat, twist, grasp, reach, walk, climb stairs and perform fine manipulation. The employee will be required to move and place various items such as binders, boxes and bags by pulling, pushing, lifting and carrying. Examples include; pulling binders for a shelf and pushing them back into place; lifting and carrying boxes of office supplies that may include paper products or mail weighing up to thirty pounds (assistance provided if necessary); lifting and carrying, loading and unloading, courier bag, typically weighing 5 – 10 pounds. While responding to

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emergency situations, must be able to cope with emotionally charged issues, and will be required to remain tactful and courteous while dealing with fellow employees and the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert and aware at all times.

WORK ENVIRONMENT

This position is based in an environmentally controlled office with artificial lighting. Most of the incumbent’s time is spent at a computer using a keyboard, mouse and monitor. The incumbent may be required to travel for training purposes and may be required to travel occasionally to the Maintenance Stations in the Region.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’ current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee’s designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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