

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	Div of Administration/Office of Business Management/Repro	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Analyst I	904-051-5157-003	05/26/2026

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 the Supervisor I Branch Chief, the incumbent will perform the administrative duties required to maintain and improve the Audio Visual Graphics and Reprographics Branch function. The incumbent will assist in procuring new equipment, ordering supplies and process business card orders. Approve payment for vendor monthly services and equipment invoices through Info. Advantage. Assist in budgeting, inventory tracking, storage, and ordering of supplies. Perform other related duties as required.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (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)
- Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (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)
- 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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50%	E	Under the direct supervision of the Branch Chief the incumbent assist with maintaining databases and development of spreadsheets used in the Reprographics unit for tracking of material inventory, equipment leases, maintenance contracts and vendor agreements. Maintain inventory of records and equipment and prepare order for supplies. Request service from vendors. Take periodic meter readings to monitor equipment usage per maintenance contracts. Track equipment usage and update worksheet for In Plant Printing Operations Report. Advise Staff Services Manager of potential overages and related cost. Handle the processing of business cards request and submission of approved proof to OSP for printing.
30%	E	Under the direct supervision of the Branch Chief the incumbent assist with research, analysis, and recommendation of processes, products and services to improve the Reprographics unit. Act as liaison between the Reprographics unit and private vendors for printing equipment/service, sales and account representatives. Work with equipment service representatives to monitor and maintain Reprographics equipment performance. Research best maintenance plans for the equipment based on anticipated workload. Research and recommend ideas to improve the unit's operations, which may include the replacement and/or acquisition of new equipment. Coordinate with Staff Services Manager and work with other Reprographics units in other Districts to balance workload and research equipment.
10%	E	Under the direct supervision of the Branch Chief the incumbent assist with advising clients on most effective and efficient method of completing their work. Assess the customer's needs in identifying the elements of each job that can be completed internally, and/or through coordination with other state entities (e.g. HQ Reprographics unit and State Publishing Office). Act as liaison for internal clients to coordinate work with external commercial printing vendors, as well as the government printing agencies such as the Office of State Publishing. Manage work outsourced to outside vendors to ensure that the clients' needs and deadlines are met. Ensure that all requested work are concurrent to Reprographics policies and practices. Monitor fair use of copyrighted materials submitted for reproduction to ensure that it's public domain and copyright laws are not violated. Notify clients when non-Caltrans related requests or copywritten materials will not be reproduced without special approvals.
5%	M	Under the direct supervision of the Branch Chief the incumbent assist with coordinating with Facilities manager to ensure that the AV, Graphic Services and Reprographics Branch adhere to the safety program, which includes regular facilities inspection, and maintain and update Material Safety Data Sheets. Ensure that the workplace safety standards and State laws pertaining to the handling, storage and disposal of hazardous materials are adhered to.
5%	M	Under the direct supervision of the Branch Chief the incumbent assist with the administrative functions including contacting job applicants and scheduling interviews, processing PARF's, and other administrative duties as requested.

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

Knowledge of data entry, inventory management, accounting, budgeting, scheduling, and modern methods of public administration is required. Ability to handle multiple interruptions, complete tasks with short notice, organize work, discern priorities, and exercise sound judgment within established guidelines.

Must have experience in PC based computers, and programs including Excel, Word, PowerPoint, Adobe Acrobat (Reader and Writer).

Must have accounting skills and be able to reconcile normal as well as extraordinary expenditures. Ability to review contract proposals, and evaluate new equipment. Ability to locate and contact outside vendors and suppliers for procurement. Must have the ability to negotiate with vendors for the purchase of supplies, equipment, and contracts. Must write contracts, prepare purchase requests, and be able to maintain comprehensive and accurate records.

Ability to develop and maintain cooperative working relationships. Must be able to interact with all members in a diverse environment. Ability to work independently with minimal supervision and manage workload demands. Must have ability to analyze

data and situation, identify and solve problems, reason logically and draw valid conclusions. Ability to read, write and speak English at a level required for successful job performance.

Must have ability to operate reproduction and duplication equipment; work with a keyboard and mouse; manual dexterity.

A well-developed sense of prioritization/organization, a positive team spirit and familiarity with a fast-paced dynamic environment will be key to success.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible and accountable for decisions made in the performance of the duties. Errors in judgment could result in production inefficiencies and overruns, penalties for late payments, or unnecessarily incurred costs for equipment or maintenance.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with all levels of staff within the District and frequent contacts with Headquarters functions, outside consultants and/or vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit or stand for long periods of time while utilizing a PC and/or operating Reprographics equipment. Incumbent must be able to concentrate in order to review and complete projects to meet strict deadlines. Must be able to organize and prioritize complex tasks. Must grasp the essence of new information and master new technical, audio/visual and graphic knowledge. Must be able to adapt to changes in priorities, and to complete tasks or projects with short notice. Must be able to adjust rapidly to new situations warranting attention and resolution, and to multi-task. Must be emotionally stable. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Ability to remain calm in stressful situations. Must have the ability to handle irate and sometimes unreasonable clients in a calm manner. Considering and responding appropriately to the needs, feeling, and capabilities of different people in different situations; must be tactful and treat others with respect.

WORK ENVIRONMENT

Employee will work in a climate-controlled environment. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The primary work area is located in the basement without windows and no available natural light. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. Working hours will be set sometime between 7:00am and 5:00pm, Employees may be exposed to loud noise from, but not limited to, Reprographics equipment. Additionally, some graphic equipment uses high-voltage electricity. Extra care must be taken around such equipment. Occasional travel may be involved to purchase supplies. Overtime may be required and vacations may be restricted during peak times, lack of coverage, and fiscal year-end closing.

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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