

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Proposed

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst III	Div. of Proj. Management/Office of Statewide PM Improvement	
WORKING TITLE	POSITION NUMBER	REVISION DATE
PRSM HQ System Administrator and Reporting Specialist	913-176-5402-XXX	04/06/2026

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 Chief, Office of Statewide Project Management Improvement, a Supervising Transportation Electrical Engineer, the incumbent serves as Project Resource & Schedule Management (PRSM) business-side system administrator. The incumbent will provide additional capacity to the existing PRSM Report Developer (a Senior Transportation Engineer), serving district PRSM users by working to ensure data quality, reports development, and updates to existing reports. Must have a strong knowledge and advanced expertise with data reporting tools such as; but not limited to, Oracle APEX (Application Express), Power BI, Tableau, and have the ability to simplify and interpret data and automate reports. The incumbent also assists in contract management activities, including procurement, monitoring consultant task orders, supporting budget tracking, and ensuring contract deliverables align with program objectives. The successful candidate must be highly self-sufficient and must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Integrity)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Innovation)
- 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. (Employee Excellence - Equity, Pride)
- 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. (Prosperity, Employee Excellence - Collaboration, People First)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - People First, 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. (Employee Excellence - Collaboration, 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. (Prosperity - Collaboration, Innovation)
- Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

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

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25%	E	Provide business-side system administration of PRSM, which includes coordination of system upgrades and enhancements with Caltrans IT; data table maintenance (involving both incremental and annual updates); interface maintenance between Clarity (PRSM), PeopleSoft (Staff Central/Caltrans HR), and CGI Advantage (EFIS/Caltrans Accounting). Initiate and coordinate PRSM-related system work with Caltrans IT, including the business-side User Acceptance Testing of patches, upgraded functions, and defect fixes.
25%	E	Manage (triage, assign, and track) the flow of the districts' Tier 1 service desks requests with technical expert team members. Manage, and coordinate with Caltrans IT, the SNOW service desk statewide account for PRSM, including repurposing units/contracts, adding rates in the Rate Matrix, providing users with credentials for PRSM access, training support (Training environment access), etc. Coordinate the activities of the districts' Tier 1 PRSM service desks with the activities of the HQ Tier 2 business-side PRSM system administrators and Caltrans IT.
25%	E	Manage the design, development, and deployment of project workplan reports. Update existing reports, resolve data issues escalated from district helpdesk staff, and oversee user access for staff, management, and executives. Utilize Oracle APEX, Jaspersoft, Tableau, and Power BI to develop, enhance, and maintain reporting solutions. Research and analyze project data from systems including PRSM, QMRS, CTIPS, and CGI Advantage to ensure data accuracy and workplan quality. Collaborate with HQ Divisions and Districts to identify and correct inaccurate, obsolete, or inconsistent project data in source systems.
10%	E	Perform contract and/or task order management duties including, but not limited to: development and/or review of contract documents; working with DPAC and other functional units for advertisement, procurement, or other contract related activities; generation, administration, and management of task orders.
10%	E	Schedule and coordinate quarterly statewide stakeholder meetings, including planning logistics, developing agendas, and preparing meeting materials. User training session scheduling and system support (PRSM has a dedicated training server used only for training that must be prepared for each session). Coordinate the validation, revision and development of PRSM Job-Aids within PRSM Knowledge Store.
5%	M	Update guidance (policies, memoranda, manuals, checklists, etc.) relating to project management practices within the Capital Program. Other Division of Project Management ad hoc duties as needed.

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 directly supervise other staff members. The incumbent will, from time to time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans capital outlay projects. The incumbent must have knowledge of project management as practiced in the Capital program; responsibilities of project managers, functional managers, and project management support units; knowledge of the Caltrans project development process; and supporting processes including Programming and Budgeting. A general knowledge of the Caltrans organization, departmental policies, and financial operations and procedures is required. Knowledge and experience in using the Project Resource and Schedule Management system (PRSM) is required.

Knowledge of project management standards including the Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), project financial management for capital projects, including project budget process, programming process, and Department's Accounting systems, practices, policies and procedures is desired. Knowledge and experience using any Caltrans applications and databases such as Oracle Application Express (APEX), QMRS, CTIPS, CGI Advantage, DATALINK, Federal Aid Data System (FADS), are highly recommended.

The incumbent must be able to work independently and effectively coordinate with various levels of management and staff in HQ and districts, to communicate orally and in writing, build and maintain good cooperative relationships. The incumbent must be able to reason logically and creatively and utilize a variety of analytical techniques to analyze data, and present ideas and information effectively both orally and in writing, and must be able to exercise good judgment on matters relating to project management processes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Poor decisions may result in (1) inaccurate representation of project data, (2) loss of credibility with decision makers and oversight agencies, or (3) the development of

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inaccurate recommendations upon which others rely.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interact with Project Managers, District Budgets units, Program/Project Management Support Units and HQ units, including but not limited to the Divisions of Accounting, Budgets, and Financial Programming. The incumbent must work cooperatively and effectively in a team environment with District, Division of Engineering Services and Headquarters staff. The incumbent must also prepare and make presentations to Headquarters and District managers as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent must be able to develop and maintain cooperative working relationships, deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even in adverse situations. Incumbent must value cultural diversity and perform their duties in a fair, ethical, and equitable manner at all times.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial light. Incumbent may be required to travel throughout the State on day and/or overnight trips for the performance of their duties.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquarterd 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 headquarterd location will be the responsibility of the selected candidate.

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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