

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	Employee Services	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Training, Student Assistant Coordinator	904-082-5157-XXX	02/25/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direct supervision of the Employee Services Branch Chief, the Training, Student Assistant Coordinator will assist the division in fulfilling administrative or technical tasks as assigned by the department. Additionally, they will support the Student Assistant Program along with the Career Fair and Training Programs.

Note: Incumbent must report to an employee designated "Supervisory" or "Managerial".

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. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Equity - 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. (Employee Excellence - Integrity, 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. (Equity - Innovation)
- **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 - Equity, Innovation, 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 - Equity, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity - Equity, Innovation, 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. (Equity - Equity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Assist Managers, Supervisors, and Training Officers in identifying and resolving training issues and provide options and alternatives, including developing training programs to meet identified needs. This involves collaborating with customers to identify training needs, develop course objectives, construct lesson plans, and assist with developing and delivering courses. Initiate and establish in-house evaluations, Assist with identifying adequate resources/methods such as classroom training (in person), computer/web-based training, and the use of internal or external consultants.

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30%	E	This incumbent coordinates the Caltrans Student Assistant Program, serving as the primary point of contact for students, supervisors, HR, and third party. The role includes promoting the program within District 4, coordinating recruitment and hiring for technical fields, and guiding students through the application process and required documentation. The coordinator ensures students meet eligibility requirements, tracks participation data such as hours worked, assignments, and academic progress, and maintains strong communication between departments and the external employer of record. Additionally, the coordinator provides ongoing support and mentoring to student assistants to ensure a successful and well-coordinated experience for all parties involved. Managing tracking reports, responding to email inquiries, helping with budget reconciliation, and meeting recruitment requirements.
10%	E	Incumbent will assist the Training Officers with tracking and ensuring district-mandated training, HR Liaison tracking report, and other reporting needs.
10%	E	Assist in special training-related task forces; assist the Training Officers with preparing training reports; assist the Training Officers with preparing the presentation for the Director, Managers, Supervisors, Training Officers/Coordinators, and internal and external customers; and perform other training activities as needed.
10%	E	Assist in conducting trainings with training officers in person training or web-training.
5%	M	May be asked to perform other Administrative duties, special assignments, outreach programs, and wellness programs. Perform other duties as required/assigned to ensure business needs are met.

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
Must have Knowledge of principle and modern methods of public administration, organization, and business management; training analysis, techniques, and contract administration; effective oral and written communication techniques; and modern office methods. Must be familiar with personal computers and know Microsoft Word, Excel, Access, and PowerPoint. Skills and abilities needed include analyzing data and situations, reasoning logically and drawing valid conclusions, establishing and maintaining effective working relationships with others, communicating effectively verbally and in writing, and learning computer applications using databases and spreadsheets. Must also be able to handle a variety of tasks efficiently and be able to organize and plan for events or training courses. Incumbents must be able to work independently and will be accountable for decisions made. The incumbent will be privy to sensitive and confidential information and is expected to maintain confidentiality.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment could result in budget overruns, improper training courses, and high costs to the District.

PUBLIC AND INTERNAL CONTACTS
Under the direction of the Employee Services Manager I confers with and advises all levels of management, supervision, and employees within the district and the department. Coordinates with the Office of Learning and Development (LDO). As the District Training Officer, the incumbent must also develop contacts with vendors or experts in various professional or technical areas.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Must be able to work in a high-stress environment. Must be able to deal with tight deadlines. The incumbent must be able to lift and/or maneuver 50 pounds to lift equipment and classroom materials.

WORK ENVIRONMENT
This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location.

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Business travel reimbursements considers an employee's designated Headquarters Location, 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 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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Office of Employee Services/Administration	
WORKING TITLE Training, Student Assistant Administrator	POSITION NUMBER 904-082-5393-XXX	REVISION DATE 02/11/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direct supervision of the Employee Services Branch Chief, the Student Assistant Administrator will assist the division in fulfilling administrative or technical tasks as assigned by the department. Additionally, they will support the Student Assistant Program along with the Career Fair and Training Programs.

Note: Incumbent must report to an employee designated "Supervisory" or "Managerial".

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Innovation, Integrity, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, 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. (Employee Excellence - Integrity, 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. (Employee Excellence - Innovation, Integrity, Pride)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Equity, Innovation, Pride, Stewardship)
- 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 - Equity, Innovation, 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 - Collaboration, Innovation, Integrity, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Stewardship)
- Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Equity, Innovation, Stewardship)

TYPICAL DUTIES:

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

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30%	E	This incumbent manages the Caltrans Student Assistant Program and serves as the primary point of contact for students, supervisors, Human Resources, and third-party entities. The role involves promoting the program within District 4, coordinating recruitment and hiring for technical positions, and guiding students through the application process and required documentation. The incumbent ensures that students meet eligibility requirements, tracks participation data such as hours worked, assignments, and academic progress, and maintains effective communication between departments and the external employer of record. Additionally, they provide ongoing support and mentoring to ensure a successful and well-coordinated experience for all involved parties. Responsibilities also include managing tracking reports, responding to email inquiries, assisting with budget reconciliation, and meeting recruitment requirements.
30%	E	The incumbent is responsible for developing, implementing, coordinating, evaluating, and continuously improving the Division's statewide training programs, which include leadership, management, supervisory, and rank-and-file training. These programs aim to meet the Department's identified training needs and ensure compliance goals are achieved. Additionally, the incumbent is responsible for regularly reporting on mandated training as required.
25%	E	Evaluate the Department's training programs and instructors to assess program effectiveness; provide recommendations for ongoing improvements to the training programs. Conduct courses for trainers and other statewide training programs. Responsible for regularly reporting on mandated trainings.
10%	E	Engage in specialized training task forces, prepare training reports, present findings to the Director, Managers, Supervisors, Training Officers/Coordinators, and both internal and external customers; and conduct additional training activities as needed.
5%	M	May be required to perform various administrative duties, special assignments, outreach programs, volunteer initiatives, and wellness activities. Carry out other responsibilities as needed to meet business objectives.

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

Not a supervisory position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have Knowledge of principle and modern methods of public administration, organization, and business management; training analysis, techniques, and contract administration; effective oral and written communication techniques; and modern office methods. Must be familiar with personal computers and know Microsoft Word, Excel, Access, and PowerPoint.

Skills and abilities needed include analyzing data and situations, reasoning logically and drawing valid conclusions, establishing and maintaining effective working relationships with others, communicating effectively verbally and in writing, and learning computer applications using databases and spreadsheets. Must also be able to handle a variety of tasks efficiently and be able to organize and plan for events or training courses.
Incumbents must be able to work independently and will be accountable for decisions made. The incumbent will be privy to sensitive and confidential information and is expected to maintain confidentiality.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in budget overruns, improper training courses, and high costs to the District.

PUBLIC AND INTERNAL CONTACTS

Under the direction of the Employee Services Staff Services Manager I confers with and advises all levels of management, supervision, and employees within the district and the department. Coordinates with the Office of Learning and Development (LOO).

As the District Training Officer, the incumbent must also develop contacts with vendors or experts in various professional or technical areas.

POSITION DUTY STATEMENT

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work in a high-stress environment. Must be able to deal with tight deadlines. The incumbent must be able to lift and/or maneuver 50 pounds to lift equipment and classroom materials.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, 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 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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