

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Space Management Unit / Statewide Facilities & Project Support	
WORKING TITLE Space Support Analyst	POSITION NUMBER 702-023-5393-924	REVISION DATE 09/09/2026

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

GENERAL STATEMENT:

Under the general supervision of the Space Management Unit Supervisor I, the Analyst provides project coordination and customer support for Space Management Unit projects and requests throughout Headquarters and District office locations. The Analyst serves as a point of contact for Headquarters Facility Coordinators, District Facilities Managers, program representatives, vendors, contractors, and other internal and external partners.

The Analyst supports the successful delivery of space related projects and requests through effective organization, communication, scheduling, documentation, and follow up. The Analyst provides responsive and professional customer service, maintain strong attention to detail, manage multiple assignments and changing priorities, and provide timely written and verbal communication.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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. (Prosperity - 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. (Employee Excellence - Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration)
- **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, People First)
- **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 - Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

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

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35%	E	Provides project coordination and support for Space Management Unit projects and requests throughout Headquarters and District office locations. Assists with space planning requests, furniture needs, reconfigurations, restacks, moves, and other office space related projects. Coordinates project activities with Facility Coordinators, District Facilities Managers, program representatives, vendors, contractors, and other internal and external partners. Responsibilities include gathering project requirements and necessary information; coordinating project schedules, meetings, and site visits; identifying required actions and deadlines; communicating project needs and status; and following up with responsible parties to support timely project completion. Provides support to multiple concurrent projects and requests from initial intake through completion in collaboration with the Space Management Unit team. Responds to changing operational priorities and ensures time-sensitive assignments and customer needs receive appropriate attention and follow up. Attends project meetings, site visits, trainings, and work groups as appropriate.
35%	E	Maintains accurate and current records for Space Management Unit projects, requests, and inquiries; provides regular updates to management. Updates project tracking tools, schedules, correspondence, action items, deadlines, and status information to support project coordination and management oversight. Monitors the Space Management Unit inbox and ensures incoming requests and inquiries are appropriately logged, routed, and tracked. Maintains project documentation from initial intake through completion and closeout and follows up on outstanding information, actions, and deadlines. Prepares project status information and reports as requested by management. Coordinates calendars, meetings, project schedules, and other administrative project activities. Tracks and communicates upcoming deadlines, outstanding actions, and changes in project status to appropriate parties and ensures project records and communications remain organized and accessible.
20%	E	Reviews and coordinates furniture/equipment approval requests for office buildings and assists with the planning and coordination of meetings and other Space Management Unit activities. Provides onsite support for employee moves, restacks/reconfigurations, and other office-related activities as needed. Develops procedural guidance documents to support space inventory and use. Collaborate with internal and external partners to solicit input and feedback for the implementation of the project intake and execution process. Identify project coordination deficiencies and needs, and make informed recommendations for addressing gaps.
10%	M	Researches and documents best practices for space project management and coordination. Provides analytical and administrative support and serves as backup to other areas within the unit. Performs other duties 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

This is not a supervisory position. The incumbent may act as the lead for specific tasks on complex projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of facilities projects, administration, general planning principles, departmental programs, strategic goals, and objectives. The incumbent must have the ability to gather, compile, analyze, and interpret data; excellent written communication; reason logically and creatively; develop formats to present and display information; use a variety of analytical techniques to propose solutions to or provide information regarding office space issues; develop and evaluate alternatives; develop presentations and present ideas effectively orally and in writing to high level management; work effectively with others; establish and maintain effective and cooperative working relations with those contacted during the course of work; write reports; analyze and determine the economic feasibility and cost/benefit of different office space project alternatives. The incumbent must be able to successfully and independently complete assignments and keep management informed. Should be able to analyze problems accurately, develop solutions, and recommend effective actions. The incumbent is expected to identify challenges accurately and initiate innovative solutions for process improvements that may depart from traditional and existing patterns. Should be able to work effectively with others and is expected to communicate effectively in writing and orally and establish and maintain professional working relationships with those contacted in the course of the duties.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be able to work independently and complete assignments with minimum supervision and direction. Poor judgment or errors on the part of the incumbent could impact timelines and project delivery, which may result in delays in addressing office building space needs; increased project costs; insufficient planning and budgeting for office building space needs.

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DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with department Program, Division, and District staff; various state agencies that may include the Department of General Services; other state or federal agencies; private firms, consultants, and others. The incumbent must demonstrate effective written and oral communication with internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and monitor. May be required to transport a laptop computer while reporting to their work site. Must be open to changes, new information, and adapt to changes in priorities. Support, create, and participate in a work environment that encourages creative thinking, develops new insights into situations, and applies innovative solutions. Exercises flexibility and is willing to learn and become familiar with other functions within the organization. Handle multiple tasks and complete projects with short notice. Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services essential to high performance. Value cultural diversity, other individual differences in the workforce, develop and maintain cooperative working relationships.

WORK ENVIRONMENT

Employee will work in an office or telework environment. Employee may be required to travel in state, but the travel is not frequent. 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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered 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

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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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