

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Office of Talent Management, Mentorship	
WORKING TITLE Mentorship Program Analyst	POSITION NUMBER	REVISION DATE 07/24/2026

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

GENERAL STATEMENT:

Under general supervision of the Supervisor I in the Leadership Development Office, the Mentorship Program Analyst performs analytical, developmental, and coordination activities supporting statewide mentorship and workforce development initiatives. The incumbent leads mentorship program operations, conducts research, prepares program materials, facilitates events, develops quality-assurance processes, produces presentations, tracks departmental workforce programs, and supports additional project needs as assigned. All work is aligned with departmental strategic goals and statewide talent-management priorities.

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
65% E	The incumbent is responsible for the full administration of the statewide mentorship program. This includes conducting annual data reviews to develop mentor–mentee matches, maintaining tracking spreadsheets, and coordinating communication with participants and leadership to finalize placements. The Analyst researches and updates mentorship application and marketing materials throughout the year, manages ongoing participant correspondence, and prepares presentations that support program growth and visibility. The Analyst plans and facilitates the annual Kick-Off and Closing Ceremony events, creates visual materials, prepares certificates, and coordinates logistical needs to ensure successful program execution. The Analyst develops and distributes monthly mentorship resource materials and maintains regular communication with participants to support continuous engagement. The Analyst also designs, administers, and analyzes annual mentorship quality-assurance surveys, prepares feedback summaries, and recommends program improvements. Monthly mentorship consultation sessions are conducted to provide basic coach-support interactions, identify recurring participant needs, and contribute to overall program enhancement.
20% E	The Analyst researches annual training themes, prepares questions and content, coordinates with panel contributors, and facilitates monthly Leadership webinar sessions. The incumbent manages administrative and follow-up activities and ensures that session content aligns with departmental workforce-development objectives.
5% M	The incumbent provides analytical consultation to workforce partners and state/local agencies by conducting research, preparing written analyses, drafting communication materials, and responding to inquiries in a timely and professional manner. The incumbent develops summaries, recommendations, and informational content to support stakeholder understanding and departmental decision-making.
5% M	Prepares presentation material using reports and data for risk assessments, executive board presentations, and various ad hoc meetings. Track and assess ongoing status of departmental programs. Perform additional duties as assigned, including developing presentations, web content, reports, correspondence, graphic design, and special project support.
5% M	Perform additional assignments required to support departmental workforce initiatives, including project coordination, consultation, program development assistance, research, and emergent task support necessary to achieve organizational goals.

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

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must demonstrate strong analytical and research abilities, including skill in interpreting data, applying laws, rules, policies, and procedures, and reasoning logically to solve moderate to complex program challenges. The role requires clear and effective communication, both verbally and in writing, as well as the ability to present information in a structured, logical manner and maintain rapport with diverse audiences. The incumbent must be capable of independently analyzing information, preparing accurate documentation and reports, developing effective graphic and presentation materials, and coordinating multi-component programs. Success in this position requires proficiency with spreadsheets, tracking systems, and presentation tools; the ability to collaborate with internal and external partners; and the capacity to manage multiple assignments and strict deadlines while maintaining the confidence and cooperation of others. The incumbent should also be able to understand organizational plans and objectives and apply this knowledge to support departmental workforce initiatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors or omissions in this role may result in incorrect mentor–mentee matches, the dissemination of inaccurate program information, or the unsuccessful execution of events and distribution of mentorship resources. Such issues can reduce participant engagement and satisfaction and may ultimately cause misalignment between program activities and departmental workforce development objectives.

PUBLIC AND INTERNAL CONTACTS

Regular contact with departmental staff, mentorship participants, leadership, panel contributors, and external partners. Requires clear, professional, timely communication.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May require extended computer use, preparation of program materials, facilitation of virtual/in-person activities, managing competing priorities, managing program participant expectations, and maintaining focus during analytical tasks.

WORK ENVIRONMENT

May operate in a hybrid setting, with on-site duties during events or meetings. Requires coordination of materials and movement within office or event spaces as necessary.

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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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