

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION 32/Equipment/Fuel Programs Mgmt	
WORKING TITLE Statewide Alternative Fuel Program Administrator	POSITION NUMBER 932-001-5393-019	REVISION DATE

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

GENERAL STATEMENT:

Within the Division of Equipment and under the direction of the Fuel Programs Management Branch Chief, a Supervisor I, the Analyst II works independently to perform the more responsible and complex duties associated with the research, analysis, reporting, customer service, review, and management of the Department's Alternative Fuel Program. This includes, but is not limited to, the development and maintenance of the Department's Alt Fuel policies and procedures, conducting studies, writing reports, paying invoices, and maintaining data integrity. Incumbent is central point of contact and subject matter expert on commercial EV charging and EV charging cards. Incumbent remains open-minded, flexible, and demonstrates that during job performance. Incumbent will provide backup coverage for analytical staff in the Fuel Programs Management Branch as needed. Overtime may sometimes be required to resolve fuel related emergencies.

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 - Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation, 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 - Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Employee Excellence - Innovation, 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. (Employee Excellence - Collaboration, Innovation, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Independently responsible for establishing records and reports from vendor-hosted Electric Vehicle (EV) Charging reporting databases, such as ChargePoint and Tesla Business Suite, as well as commercial fuel card systems including WEX and U.S. Bank Visa. Researches and analyzes data from EV charging reporting systems, commercial fuel card systems, fuel payment card systems, and AssetWorks Fleet Management software, and makes recommendations based on the data for policy changes, investigations, and system improvements. Reviews and analyzes data for errors or areas of concern, research alternatives for correction, and implements solutions. Uses historical data to forecast future program needs. Responds to requests from vehicle users, fleet coordinators, and field personnel regarding EV charging, commercial fuel cards, fuel payment cards, and system troubleshooting. Uses MS Access, Power BI, Tableau, SQL, and other database and data analytics tools to gather, analyze, and present data. Posts monthly transaction reports to the Caltrans Division of Equipment Intranet site. Issues ChargePoint RFID cards and links them to WEX and U.S. Bank Visa payment cards. Distributes new and replacement ChargePoint cards to Equipment Shops.
25%	E	Analyzes and develops policies and procedures for the Department's Alternative Fuel and Fuel Payment Card Programs based on research of current laws, regulations, State contracts, vendor requirements, and industry standards related to electric vehicle supply equipment (EVSE), commercial fuel cards, and fuel payment systems. Develops alternatives and makes recommendations to management regarding program efficiencies and impacts to the Department. Works with internal partners, management, and external agencies, including the Department of General Services (DGS), to solicit feedback regarding program changes. Effectively communicates with stakeholders regarding the impacts of program and industry changes. Ensures the timely review and payment of invoices for WEX and U.S. Bank Visa fuel card programs, including alternative fuel and EV charging transactions. Works with DGS and vendor representatives to resolve billing discrepancies, card issues, and transaction exceptions. Responsible for ordering, activating, replacing, maintaining, suspending, and canceling fuel payment cards. Provides oversight, guidance, customer service, and technical support to field personnel regarding EV charging, fuel payment cards, policies, and procedures. Acts as the Department's subject matter expert and primary liaison for ChargePoint, Tesla, WEX, U.S. Bank, and other alternative fuel vendors. Updates policy and general information on the Division of Equipment Fuel Intranet site.
25%	E	Monitors fuel payment card activity and transaction data to ensure accuracy, compliance, and proper usage of the Department's commercial fuel card and alternative fuel programs. Reviews monthly transaction reports, identifies unusual or unauthorized transactions, research discrepancies, and coordinates corrective actions with vendors, Equipment Shops, District personnel, Accounting, and DGS. Prepares, distributes, and maintains monthly transaction reports and supporting documentation. Communicates program updates, policy changes, and card administration procedures to stakeholders. Ensures the integrity of program records and supports continuous improvement initiatives to enhance statewide fuel and alternative fuel program operations.
20%	E	Monitors the Outlook Fuel Card inbox and provides customer service in relation to alternative fuel matters. Employee may have to work overtime to assist the Fuel Programs Management Branch in Fuel Related Emergencies. Maintains a comprehensive desk procedure manual for the commercial fuel program and updates as procedures change. Assists Branch Chief with providing peer training on key processes related to the fuel program. Maintains fuel related contact lists.
5%	M	Completes special projects and reports requiring research and analysis for the Fuel Programs Management Branch as directed by the Branch Chief. Acts as backup for other analytical staff in the Fuel Programs Management Branch as needed. Acts as liaison to the Division of Equipment's ZEV Infrastructure Branch regarding existing charging infrastructure. Research grant and funding opportunities related to alternative fuel and electric vehicle charging. Performs other job-related duties as required.

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: Principles, practices, and trends of public and business administration, accounting, management, completed staff work and supportive staff services such as budgeting and management analysis; and governmental functions and organization.

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Knowledge of fuel types, industry standards and fuel distribution is preferred. Principles, practices, and trends of public and business administration, accounting, management, completed staff work and supportive staff services such as purchase order tracking and management analysis; and governmental functions and organization. Knowledge of fuel types, industry standards and alternative fuel systems is preferred.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise stakeholders on status of projects; and gain and maintain the confidence and cooperation of those contacted during the course of work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the policies and objectives of Division of Equipment's fuel goals and is the primary investigator on alternative fuel matters and issues. Poor analysis and resulting recommendations could result in costly mismanagement of the Statewide Alternative Fuel Program. This in turn can lead to audits from DGS, the Department of Finance and others, and cause a loss in delegation for the Department. Inability to identify and correct fuel data information may result in erroneous report generation, or forecasting, for the Division of Equipment customers, inhibiting their ability to make critical decisions. Failure to communicate effectively orally and in writing could lead to poor decision-making by management and stakeholders.

PUBLIC AND INTERNAL CONTACTS

Incumbent will work with various levels of the Division of Equipment staff, other Caltrans employees, staff of external agencies, and members of the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. The incumbent must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Individual must exhibit tact, discretion and utmost courtesy with the ability to resolve emotionally charged issues reasonably and diplomatically. Travel is sometimes required for Division of Equipment business. During emergencies employee may have to work longer hours at inconvenient times to resolve fuel issues and emergencies. Employee must make unbiased and unemotional data supported decisions and reports.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. This position may be eligible for partial 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 is required. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department.

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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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