

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Division of Equipment Budgets & Admin/HR Mgmt.	
WORKING TITLE Position Control Analyst	POSITION NUMBER 932-001-5393-024	REVISION DATE

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

GENERAL STATEMENT:

Within Caltrans' Division of Equipment (DOE) and under the direction of the Branch Chief, HR Management, a Supervisor I, the Analyst II independently provides a variety of analytical and complex staff work relating to Position Control within DOE. Under direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments in the areas of program evaluation and planning; policy analysis and formulation; systems development; budgeting; planning, management, and personnel analysis; and continually provide consultative services to management or others. This position is a full journey level analyst class. Incumbents will need to exercise a high degree of initiative, reasoning, and independent judgment. This position is responsible for interpreting and adapting guidelines to make recommendations based on departmental policies, government rules and regulations, as well as position control and tracking, personnel service dollars and operating expense tracking, and Resource Management review and approval for backfill requests. Incumbents are to be subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the person qualifications to succeed in a variety of general staff services settings. The incumbent is also responsible for personnel management reports and acting as Back-Up for the other Analysts in the HR Management Branch.

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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40%	E	Responsible for all aspects of Position Control within Division of Equipment. Independently maintain, create, process and distribute position data within departmental approved methods, utilizing Microsoft Office Suite and Smartsheet software programs. Processes include: Request for Backfill Resource Management Approval (RBRMA) to research and validate the funding needed for backfilling a position. Utilizing allocation and expenditure reports: identify and interpret spending and staffing trends, analyze the RBRMA for appropriateness to the unit's remaining resources, and recommend RM approval or denial of request to the HR Branch Chief. Updating and Maintaining the Master Position Control Spreadsheet (MPCS) Smartsheet to establish, delete, reclassify, and redirect positions. Provide DOE HR Liaisons with position numbers and Position Allocation Request Form (PARF) numbers to process hiring packages. Make recommendations to hiring managers and upper management regarding classification, specification, and allocation guidelines. Works with Caltrans Division of Human Resources and Organizational Management Branches regarding position authority.
40%	E	Assists DOE management regarding position tracking and vacancy management which includes: the creation, deletion, backfill and reclassification of positions and budget redirects. Utilizing Visio (or applicable software), updates all necessary organization charts. Utilizing Excel and Caltrans staffing reports, develops and maintains internal staffing reports by Program and Unit, for distribution to Division management on a monthly basis. Staffing reports on a monthly basis or more frequently as needed in order to audit data for accuracy.
15%	E	Update and maintain vacancy report. Collect detailed data from appropriate sources within Caltrans HR and Personnel Branches for updates to the vacancy report and personnel services and salary savings Smartsheet. Tracks blanket positions and moves personnel out of blanket positions into allocated positions as soon as possible. Calculate vacancy and attrition rates to assist with backfill justification requests and in developing position and personnel services allocations. Assist hiring managers in other branches with Justification Memos for backfills and reclassifications.
5%	M	Acts as a back up to the HR Management Analysts as needed. Duties may include: allocations, budget reports, monitoring and reviewing for meetings with management and other branches within DOE, Fund Certification for SHA, Special Funds, Maintenance Funded, New Equipment Fund (NEF), Budget Change Proposal (BCP), Fastrak invoice processing assistance (audit invoice and process on a monthly basis), Damage report pulling and auditing of data then emailing to all parties on a monthly basis, and answering emails and phone calls 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

None. May act on behalf of the Supervisor I in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others; act as a team or conference leader; and appear before legislative and other committees.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the policies, goals, and objectives of DOE's business plan, developing and monitoring the personnel support budget, facilitating employee personnel transactions and handling sensitive personnel matters. Poor judgment in any of these areas could result in errors in staff pay/benefits or personnel budget cuts, adversely affecting the Program and the Department's ability to deliver efficient customer service to those employed by DOE.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the Department, especially those within DOE and DHR, maintaining a cooperative liaison with each of these areas. The incumbent will also work with the general public regarding various personnel related inquiries. 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,

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adapt to changes in priorities, and complete projects within short time frames.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee works on a computer for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE