

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Maintenance and Operations/Administrative Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Administrative Analyst	912-351-5393-003	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 Supervisor I of the Division of Maintenance and Operations (M&O) Administrative Branch, the incumbent will be responsible for varied high level analytical and administrative work involving procurement and inventory, service contracts or agreements, managers' meeting coordination, telecommunication services, vehicle optimization, and other administrative tasks for division of M&O. Incumbent will work collaboratively with other associate analysts, TMC Facility Coordinator, and District Telecommunication Representatives for continuous improvement and consistency in performing the job functions. Incumbent will make recommendations on a broad spectrum of program related problems to formulate procedures and alternatives. The incumbent will perform a high level of initiative and independence guaranteeing tasks are handled according to all applicable policies and laws. Incumbent will be responsible to ensure integrity, maintaining the department's Mission, Vision, Values and Goals.

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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Equity, Innovation, 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, Employee Excellence - Innovation, Integrity, People First, Pride)
- **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. (Safety, Equity, Prosperity - Collaboration, Equity, Integrity, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Procurement and Property Control for Division of Maintenance and Operations, Transportation Management Center (TMC) branches including the Emergency Operations Center (EOC): performs the more responsible, varied, and complex consultative analytical staff services in managing the procurement and acquisition processes for the division. Maintains close contact and partners with outside vendors and the headquarters Department of Procurement and Contracts. Identifies issues and make recommendations on a broad spectrum of program-related problems to formulate procedures and alternatives. The incumbent will be responsible for ensuring all procurement, including Cal-Card purchases and records, abide by all Division of Procurement and Contracts (DPAC) regulations and requirements, with consideration to policies and procedures from Department of Human Resources (DHR), Department of General Services (DGS), and California Correctional Training and Rehabilitation Authority (CALCTRA) when procuring furniture and equipment. This position requires analytical fortitude in coordinating with seniors and engineers on various specifications of engineering equipment, computer hardware/software, necessary in Traffic Operations and Maintenance Engineering, EOC, Electrical Systems, Traffic Signals and Traffic Management. The incumbent provides critical recommendations and justification to aid in procuring engineering equipment based on product description, historical data and vendor information. The incumbent must have in-depth working knowledge of all leverage procurement agreements for items utilized by the Division and provide information and advises on most expedient methods to use to supervisors, engineers and upper management. The incumbent will utilize the Cal-Card credit card payment system, including procurement of expendable and non-expendable equipment, generating purchase requisitions (RQS), interacting with other M&O staff and the district budget team to identify correct expenditure authority, funding approval and preparation of monthly expenditure reconciliation for HQ Accounting. The incumbent is responsible for coordinating procurement for most of the office supplies, equipment, engineering tools and devices requested by the TMC branches and the EOC. This includes both IT and non-IT procurement. The incumbent is the primary contact with vendors/bidders and will conduct assessments and follow-up on all procurement related issues. Serves as division's liaison on property control, in-charge of monitoring inventory of non-expendable items and records. Coordinates with District Property Officer on ensuring that IT assets and non-IT assets with a cost greater than \$500 or deemed "sensitive" are tagged, recorded, and documented per State Administrative Manual processes. Incumbent will be responsible in the division's essential and valuable equipment and devices, which requires special storage, maintenance, and security. Incumbent will coordinate, be trained and licensed by HQ IT to access Service Now (SNOW) database to monitor documentation, deployments, repairs and replacements. Monitors and ensures compliance with policies and procedures of State equipment/property accounts and records relating to the physical location of State equipment/property for the District. Engages in research, analysis and interpretation of Federal and State requirements related to property control, evaluates customers' property control activities for compliance with such requirements, and provides recommendations to management on any updates or changes to processes that may be necessary. Prepares, coordinates, updates, and submits yearly inventory reports for the division to Property Officer per Headquarters' requirement. Handles inventory of supplies and equipment, recommends to management replenishments, and expected life cycle and replacement of equipment as well as forecasting of basic daily office supply needs.
20%	E	Service and Equipment Maintenance Contracts Management: Prepares, reviews, administers and tracks service contract proposals and renewals for various equipment, such as copiers, scanners, heavy duty shredders, calibration of engineering devices, as well as agreements with State Universities on technical training or engineering seminars. Assists in engineering software or program license acquisition and renewals, database maintenance, and data collection agreements. Interprets and explains the service terms to supervisors and answers questions about contracts. As administrator of service contracts, secures necessary approvals and ensures standard contract terms are followed. Escalates issues and recommend solutions and options to management. Abides by all Division of Procurement and Contracts (DPAC) regulations and requirements pertaining to service contracts. Must have knowledge of different methods of processing agreements such as service agreement under \$20K (U20) or Form 20 for IT acquisition and justification. The incumbent routinely communicates with HQ Accounting to reconcile invoices and with vendors and contractors to coordinate execution of agreements. Creates and maintains a log of recurring repairs and equipment replacement cycles, conducts ongoing assessments and follow-up on all service-related issues with vendors.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Authorized Telecommunication Representative (ATR): This role will handle all wireless telecommunication needs for the division of Traffic Operations consisting of multiple units with over one hundred employees. The ATR is the liaison between staff and telecommunication service provider, for new accounts, transfers, trouble shooting, hot spots, suspension, and replacements or acquisition of new devices and accessories. Maintains database of equipment inventory, accessories, completion of required property forms, and Caltrans tagging system. Coordinates with District ATR, Information Technology team, and State's cellphone contractors (Verizon, AT&T, T-Mobile, etc) for safety protocols, security updates, maintenance of master lists, and other matters. Create/Submit ticket in SNOW to add staff to Intune and other issues such as locked/disabled passwords. Incumbent will process receiverships and account invoices for active telecommunication and network contracts for the Transportation Management Center. Incumbent will work with HQ Accounting division for billing and purchasing. Participates in regularly scheduled ATR meetings and training, keeps division supervisors and staff up to date with new information and changes in the program.
10%	M	As an integral part of the Administrative Branch, incumbent performs a variety of complex administrative tasks to assist the supervisor and other analysts in performing their duties and responsibilities. Other responsibilities will include vehicle usage and optimization management, deployment of vehicle fobs (or Geotabs), review and analysis of a variety of administrative reports, including vehicle utilization reports and low usage reports. coordination of division's all staff meeting and events, back-up to the TMC Facility Coordinator, provide support and assistance to the divisions hiring efforts, and other special assignment within the scope of the classification.

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. The incumbent reports to the Branch Chief of M&O Administrative Branch (Supervisor I), and may lead or provide training and guidance to student assistants and volunteers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have full knowledge of complex methods and business procedures, and be able to select the most efficient methods of completing assignments. Must be competent in grammatical and communication skills to ensure accurate work products. Incumbent will require a general knowledge of Division of Maintenance and Operations functions and procedures relative to the job duties and responsibilities. Ability to analyze and interpret various documents and willingness to use independent judgment. Incumbent must have operating knowledge of computer spreadsheets, database and work processing software. Must work cooperatively with other personnel and follow directions explicitly, be able to prioritize work tasks and meet definite deadline and produce error free assignments without assistance. The incumbent must have full knowledge of complex methods and business procedures, and be able to select the most efficient methods of completing assignments. Must be competent in grammatical and communication skills to ensure accurate work products.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be able to work independently without close supervision. Incumbent is responsible for accurate work product, and learning to recognize potential errors, which if left unnoticed could cause embarrassment to the Department. Must have personal responsibility of conducting in a proper business manner, adhere to Department rules and policies, and be punctual and dependable.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with office and field staff, functional units within the District and HQ. Must communicate effectively and politely with the public or external staff when answering public inquiries in person, via email or on the telephone. Will have contact with the outside governmental agencies and Headquarters staff, often prioritizing and referring calls to internal staff or other units.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to operate within confined spaces, which may require some stooping, bending, standing or sitting for prolonged periods. May be required to stay seated at desk except during designated breaks and lunch meal periods. May be required to sit in or operate a state vehicle. May be asked to stand for prolonged periods when attending special events.

Mental and Emotional: Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems. Will be required to deal tactfully and courteously to the public, internal and external customers while adhering to the Department's equal opportunity policies and directives against

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

discriminatory or harassing behavior. Must be able to focus on precise activities beyond the distractions of a busy business environment; be emotionally stable, always on alert. May need to prioritize work tasks to meet competing deadlines. Must reason logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action. Responsible for working cooperatively with team members, managers and supervisors; must adhere to customer service standards set by their unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Employee may also be required to travel locally to field locations and other offices.

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
------------------------	------