

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Equipment/Budgets and Administration/Fuel Programs Mgmt	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Fuel Resources and Facilities Management Coordinator	932-001-5393-042	08/27/2026

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

GENERAL STATEMENT:

Under the direction of the Division of Equipment's Fuel Programs Management Branch Chief, a Supervisor I, the Analyst II works independently to perform complex duties associated with research, analysis, reporting, contract management, data review and resource management of the Department's statewide fuel programs. The Analyst II is the main individual responsible for the programs data reporting, data integrity, and tracking the use of fuel, purchase orders, and expenditures. Incumbent is responsible for facility management coordination including travel and is the primary liaison to DGS on facility related matters. The Analyst II will also provide as needed backup coverage and support to the Statewide Bulk Fuel Delivery and Billing Analyst, in the Fuel Programs Management team of the Office of Budgets and Administration, as needed. The Analyst II remains knowledgeable, open-minded, flexible, is a self-starter, and demonstrates these characteristics in their job performance. Overtime may be required in the event of a fuel or facility emergency.

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 - Equity, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity, Pride)
- 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. (Safety - Innovation, Integrity, Pride, 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. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First, 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, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	HQ DOE Admin liaison with HQ Security for alarm hardware updates and repairs. Coordinate modular furniture changes with the Caltrans Surplus Warehouse lead person. Coordinate locksmith services for modifications and the Primus key system throughout the facility. Division of Equipment, HQ's Admin Facilities Liaison – Incumbent responds to and takes action on facility complaints. They will coordinate repairs with DGS facility, janitorial, and landscaping staff. They will use DGS Maximo for requests or use direct communication with DGS facility managers. Incumbent is responsible to create Material Transaction Documents for needed parts. They work with Caltrans, Statewide Facilities staff on projects not covered by DGS, such as painting, carpeting, electrical, and cubicle reconfigurations
20%	E	Incumbent is the Division of Equipment, Out-of-State Travel (OST) Coordinator – Incumbent works with the Division of Admin, Statewide OST Coordinator and the Division of Equipment, HQ's Management to produce the annual OST blanket. Incumbent reviews OST justifications for grammar and completeness and advises on policy and history as needed. Incumbent packages OST requests for approvals and will respond to inquiries. Incumbent also manages DOE emergency travel card requests, and must remain knowledgeable on travel policy, rules and law. Compiles OST expenses for non-state funded trips and sends A/R invoice request to Accounting to bill vendor for equipment inspection trips. Add to OST Coordinator area.
20%	E	Incumbent has to respond to alarm call outs and work overtime as necessary. Incumbent must manage the master agreement contract with awarded vendors to cover facility upgrades not covered by DGS. They are responsible to create scope of work for projects and monitor the fulfillment and budget of projects. They must submit regular status reports to management.
15%	E	Will run monthly bulk fuel expenditure reports in CGI and will update excel spreadsheets and report usage to DOE management, Caltrans Accounting and DGS Office of Fleet Asset Management. These tasks recur as needed on a month to month basis. Incumbent must remain knowledgeable on accounting policy and software like CGI/AMS Advantage.
5%	M	Compiles OST expenses for non-state funded trips and sends A/R invoice request to Accounting to bill vendor for equipment inspection trips. Add to OST Coordinator area.

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

May act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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. Incumbent must be able to generate, analyze, interpret and present on complex numerical or written reports. Attention to detail is paramount for tasks related to accounting and expense tracking. Completed staff work principles are necessary when communicating with DOE Management.

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

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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.

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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