

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Division of Equipment/ Clean Fleet/ Telematics	
WORKING TITLE Telematics Fleet Analyst	POSITION NUMBER 932-001-5393-925	REVISION DATE 08/06/2026

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

GENERAL STATEMENT:

Working for the Department of Transportation, Division of Equipment (DOE); under the direction of the Supervisor I, the Analyst II will perform the more responsible and complex duties associated with the research, analysis, customer service, review and management of the Department's Global Positioning System (GPS) Program. The duties of this position require demonstrated experience with database systems, organizational skills, and accounting. Additional duties include, but are not limited to, development and maintenance of policies and procedures, conducting special studies, responding to inquiries, writing reports, and maintaining data integrity. Incumbent will provide backup coverage for analytical staff in the Fleet Branch as needed and vice versa.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action, Prosperity - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Integrity, Pride)
- **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. (Safety, Employee Excellence - Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity, Employee Excellence - Equity, Integrity, People First)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity, Employee Excellence - Collaboration, Equity)
- **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. (Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, People First, Pride, 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. (Equity, Employee Excellence - Collaboration, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action, Prosperity - Innovation, Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Responsible for the analysis of information from the GPS system. Acts as the Division of Equipment (DOE) GPS coordinator for providing reports and data to multiple stakeholders and upper management. Responsible for researching and processing the more complex, sensitive and confidential issues for Executive Management and others. Ensures appropriate individuals are advised of account status as well as their roles and responsibilities. Responsible for establishing GPS on-line system accounts for employees statewide. This includes ensuring they have appropriate access and authority levels to complete their jobs. Propose alternative solutions to issues.
25%	E	Receives and independently analyzes simple to complex inquiries via email or telephone from multiple stakeholders using electronic GPS systems and databases (e.g. Microsoft Access, Excel, PowerBI, AssetWorks). Responsible for establishing GSP accounts for all levels of employees statewide. This includes ensuring they have appropriate access and authority levels to complete their jobs. Processes account cancellations and system reset requests. Develops and writes detailed instructions to assist user with automation interface. Interprets and provides technical support services to account holders on the GPS database status. Propose alternative solutions and help automate manual processes. Works with the Department of General Services to file reports and process requests.
20%	E	Analyzes and develops policies and procedures based on research of Executive Orders, laws and regulations. Incorporates changes, develops alternatives and makes recommendations to management regarding program efficiencies and impacts to the Department. Compiles and maintains documentation of written policies and procedures, both new and on-going. Responsible for the organization and analysis of data for management needs and daily issues. Processes billing and accounting requests and updates.
15%	E	Tracks physical inventory of GPS devices. Anticipates future needs by location then orders appropriate replacement inventory. Tracks and issues payment for devices and service invoices. Helps coordinate installation appointments with contractors. Maintains all records to ensure smooth operation of the branch.
10%	M	Assist other sections within the DOE on various projects, budget change proposals, etc. as necessary. May also assist with various phases of GPS hardware inventory, installation and over site.

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

Does not supervise staff; however, may assist or provide guidance for less experienced staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be knowledgeable of the Department's mission, vision, goals, and policies. Must have a thorough knowledge in budgeting and fiscal management; principles of organization, administration, and management; principles of public administration; legislative process and a working knowledge of the DOE and how the Division fits into the overall departmental goals.

Must have the ability to work independently with minimal direction; interpret policy and determine appropriate action; prepare and review comprehensive reports, letters, articles, policies and procedure documents; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; analyze data and make sound conclusions and recommendations; analyze situations and take an effective course of action; speak and write effectively in order to communicate with all levels in the organization; exercise good judgment; consult with and gain the cooperation of other organizations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to efficiently work within the Clean Fleet group could result in losses of millions of dollars in labor delays due to inaccurate equipment information; added repair costs due to non-timely fleet replacements or increased downtimes; loss of credibility with regulatory agencies could result in additional scrutiny. Failure to comply with Clean Fleet requirements could result in additional legislation, legislative hearings and special legislative reporting that results in additional workload and expense to the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent conducts business with external control agencies including, but not limited to the Department of Finance, Legislative Analyst's Office, Department of General Services, and other State and Federal agencies. Internal customers include, but are not limited to, various Headquarters and District representatives such as: Headquarters Program Managers and Division Chiefs; District Directors and their Deputies, Maintenance Superintendents, Equipment Managers, Fleet Optimization Managers and legal staff. Contacts include the public and other public agencies relating to equipment and its operation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Professional office environment. Physical requirement include the ability to sit/stand for long periods of time using a keyboard, mouse, webcam and video display terminal.

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Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; succeed in a work environment that requires innovative and creative thinking; develop new insights into situations and applies solutions to make organizational improvements. Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

This position is part of a team that involves teleworking and reporting to the office when needed/required. While in the State facility, employee will primarily work in a climate-controlled office under artificial lighting. May occasionally visit field and equipment shop locations, walk on uneven or slippery surfaces, require occasional bending , stooping and kneeling. May require occasional overnight travel throughout the State. May be required to operate state vehicles.

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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