

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 11/Right of Way	
WORKING TITLE Analyst II	POSITION NUMBER 911-400-5393-XXX	REVISION DATE 02/11/2026

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

GENERAL STATEMENT:

Under the supervision and direction of the Supervising Right of Way Agent, the Analyst II performs independent journey level technical, analytical and administrative work in the complex areas of Budget Monitoring, Project Monitoring, Human Resources, Administration, and Analysis for the Right of Way Division. The incumbent performs a wide variety of complex analytical and administrative services including managing, tracking, analyzing, and monitoring the personal service (PS) dollars, operating expense (OE), overhead (OH), Service Contracts, Real Property Services (RPS) resources, and Capital Project/Capital Outlay Support (COS) resources/schedules for the Division. The incumbent also serves as liaison to the Senior Right of Way Agents within branches of the Division. Incumbent independently resolves charging and coding problems and recommends alternative solutions for funding shortfalls. Incumbent is held accountable for prompt and accurate work and practical communication skills, along with providing a high level of customer service. The incumbent may be directed to perform similar duties for other District 11 Divisions, workload permitting.

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. (Prosperity, Employee Excellence - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity, Employee Excellence - Innovation, Integrity)
- **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. (Employee Excellence - Integrity, People First)
- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Prosperity - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, People First, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, People First, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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30%	E	Resource coordination/analyzation: Prepares, analyzes, monitors, reports, forecasts, and manages the personal service (PS) dollars and operating expense (OE) budget for the Division. Analyzes, monitors and reports on Real Property Services (RPS) resources and Capital Outlay Support (COS) resources/ schedules for the Division. Develops, prepares and monitors monthly, quarterly and year-end financial reports by program, fund source and branch/unit using the Microsoft Office Suite, including trend-line vs budget/schedule. Utilizes Datalink, InfoAdvantage and CGI Advantage databases to create these financial reports to aid staff, supervisors, and managers in monitoring the PS and OE to ensure adherence to Division's allocation, correct charging practices, and that workload needs are met. Administers the Division's fiscal control of funds and financial projections by categories of expenditures to ensure the Program/Division is staying within its allocations. Independently resolves charging and/or coding problems and recommends alternative solutions for funding shortfalls. Liaises with Seniors to respond to budget, billing or payment questions and communicates District/Headquarters documentation requirements. Examines expenditure trends to generate financial history reports to project fiscal year outcomes and makes presentations to the supervisors and managers regarding funding trends and forecasts. Recommends course of action in areas of staffing and charging where necessary. Ensures that funding requests for contracts, purchase orders, and Cal-Card purchase orders remain within program allocations. Liaises with supervisors and managers to respond to budget, billing, or payment questions. Reviews, recommends and implements procedural changes and/or enhancements to advise the DDC on financial decisions. Attends monthly District Budgets and Resource Meetings. May participate in development of new reports, applications or interfaces. Runs phase 2 and phase 9 expenditure and estimate at complete reports. Coordinates, tracks and monitors all cubicle assignments and move requests. Prepares move request packages, including current and proposed seating assignments, justification documents, and move request smart sheet. Reviews Division employees' Travel Expense Claims for compliance with Departmental Travel Policy and accuracy of the necessary coding such as object code, cost center/unit, and project ID/code.
30%	E	Procurement: Determines the appropriate method to purchase items or services according to the Purchasing Delegation for the Division, including Cal-Card, U-10's, Draft Purchase Order (DPO) and District off-the-tops funding, in accordance with the accounting manual and applies the necessary coding for each purchase such as object code, cost center/unit and project ID/code. Determines if the goods or services to be purchased are essential for the Division's operations and establishes whether or not the items to be purchased are available through the Department of General Services, the District's warehouse, or the Prison Industry Authority. In accordance with the Division's allocation, the incumbent approves the funding for purchases, prepares all purchase requests in CGI Advantage system with necessary specifications and justifications; includes timely validation of receipt of ordered goods and validating monthly invoices for business expenses. Ensures Payee Data Records are completed and sends to accounting. Prepares receiving records for payments, reconciles statements, and resolves any accounting questions relating to these payments. Reconciles encumbrances and follow-up with Accounts Payable on any discrepancies. As a CAL-Card holder, is responsible for all aspects of the procurement process, including writing justifications; scopes of work, obtaining bids, price quotes, and waivers as required; initiating and processing the appropriate procurement documents such as CPOs (CAL-Card Purchase Orders), Service Agreements, POs (Purchase Order) or Miscellaneous Advances (MGAX) in CGI Advantage. Prepares receiving records for payment of invoices for service agreements and purchase orders and ensures that invoices are paid per the Prompt Payment Act. Ensures appropriate distribution of purchased items, breaks down and recycles empty boxes, and reconciles the CAL-Card Statement of Account at the end of the CAL-Card billing cycle for CAL-Card purchases. Incumbent is also the Draft Purchase Order (DPO) custodian, and as such will assign DPOs to staff as needed for immediate one-time payments for right of way capital or support expenditures such as payment of county recording fees or acquisition of real estate interests on a first call. Certifies the availability of funds for claims including but not limited to Purchase Orders, and Service Contracts. Manages encumbrances for executed Service Agreements. Liaises with supervisors, responds to billing or payment questions, and communicates with supervisors and their staff regarding invoice and backup documentation requirements.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Hiring: Serves as liaison between the District's hiring analysts and the Division's supervisors. Works closely with managers, supervisors, and hiring analysts in all aspects of the hiring process. Writes justifications, completes hiring considerations forms, and updates duty statements in order to initiate personnel action requests for upgrades, new hires, retirements, position reclassifications, and out of class assignments within the Division. Maintains chain of command, employee privacy and confidentiality on relevant documents and matters. Prepares, analyzes and maintains vacancy reports and attrition reports for the Division as needed for presentation to Executive Management. Creates and maintains monthly organizational charts using Microsoft Visio including reviewing and editing for updates due to staff movement, personnel count in relation to the District Position Tracking Automated System (PTAS) monthly report and analyzes alignment with Division staffing plan.
15%	E	Serves as the Division's subject matter expert on the Right of Way Management Information System II (R2). Coordinates with Right of Way Headquarters on comprehensive system usage from initiation to completion on all functional unit user areas within in R2.
5%	M	Provides administrative support to the DDD, Office Chief, and Seniors as needed. Certifies funds on federal participation memorandums, utility agreements, railroad agreements, and other documents as needed. Acts as a back-up to the Right of Way Administrative Support Technician. May perform other duties as assigned.

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 in a lead capacity, assigning tasks and providing guidance and training to other staff.

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

Poor judgment and analysis could affect budgeting, training, personal management and general work activities, which would have a serious adverse effect of the operation and function of Administration and cause delays to and create poor working relations with other district branches and Headquarters. The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform in any aspect of the incumbent's responsibility to meet the requirements of the District's mission, vision and goals.

The incumbent is held accountable for accurate and prompt analysis of data and deliver customer service in a courteous and professional matter.

PUBLIC AND INTERNAL CONTACTS

The incumbent must take initiative, independently confer and communicate, be responsive and establish good working relationships with all levels of Department staff, those from other State agencies, external stakeholders including contracting entities, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to sit for long periods of time using a keyboard and video display monitor and engage in sustained mental preparedness to produce assigned reports and complete tasks/assignments with short notice. The incumbent must also display important problem-solving skills, provide analysis and reasoning, and multi-task as needed.

WORK ENVIRONMENT

While at the base of operation, the incumbent is required to sit in an environmentally controlled office under artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Some travel may be required to attend off-site meetings and training. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.

This position may be eligible for 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 may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 11/Right of Way	
WORKING TITLE Analyst I	POSITION NUMBER 911-400-5157-XXX	REVISION DATE 02/18/2026

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

GENERAL STATEMENT:

Under the supervision and direction of the Supervising Right of Way Agent, the Analyst I performs independent journey level technical, analytical and administrative work in the complex areas of Budget Monitoring, Project Monitoring, Human Resources, Administration, and Analysis for the Right of Way Division. The incumbent performs a wide variety of complex analytical and administrative services including managing, tracking, analyzing, and monitoring the personal service (PS) dollars, operating expense (OE), overhead (OH), Service Contracts, Real Property Services (RPS) resources, and Capital Project/Capital Outlay Support (COS) resources/schedules for the Division. The incumbent also serves as liaison to the Senior Right of Way Agents within branches of the Division. Incumbent independently resolves charging and coding problems and recommends alternative solutions for funding shortfalls. Incumbent is held accountable for prompt and accurate work and practical communication skills, along with providing a high level of customer service. The incumbent may be directed to perform similar duties for other District 11 Divisions, workload permitting.

CORE COMPETENCIES:

As an Analyst I, 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. (Prosperity, Employee Excellence - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity, Employee Excellence - Innovation, Integrity)
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- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, People First, Pride)
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30%	E	Assists in Procurement: Determines the appropriate method to purchase items or services according to the Purchasing Delegation for the Division, including Cal-Card, U-10's, Draft Purchase Order (DPO) and District off-the-tops funding, in accordance with the accounting manual and applies the necessary coding for each purchase such as object code, cost center/unit and project ID/code. Determines if the goods or services to be purchased are essential for the Division's operations and establishes whether or not the items to be purchased are available through the Department of General Services, the District's warehouse, or the Prison Industry Authority. In accordance with the Division's allocation, the incumbent approves the funding for purchases, prepares all purchase requests in CGI Advantage system with necessary specifications and justifications; includes timely validation of receipt of ordered goods and validating monthly invoices for business expenses. Ensures Payee Data Records are completed and sends to accounting. Prepares receiving records for payments, reconciles statements, and resolves any accounting questions relating to these payments. Reconciles encumbrances and follow-up with Accounts Payable on any discrepancies. As a CAL-Card holder, is responsible for all aspects of the procurement process, including writing justifications; scopes of work, obtaining bids, price quotes, and waivers as required; initiating and processing the appropriate procurement documents such as CPOs (CAL-Card Purchase Orders), Service Agreements, POs (Purchase Order) or Miscellaneous Advances (MGAX) in CGI Advantage. Prepares receiving records for payment of invoices for service agreements and purchase orders and ensures that invoices are paid per the Prompt Payment Act. Ensures appropriate distribution of purchased items, breaks down and recycles empty boxes, and reconciles the CAL-Card Statement of Account at the end of the CAL-Card billing cycle for CAL-Card purchases. Incumbent is also the Draft Purchase Order (DPO) custodian, and as such will assign DPOs to staff as needed for immediate one-time payments for right of way capital or support expenditures such as payment of county recording fees or acquisition of real estate interests on a first call. Certifies the availability of funds for claims including but not limited to Purchase Orders, and Service Contracts. Manages encumbrances for executed Service Agreements. Liaises with supervisors, responds to billing or payment questions, and communicates with supervisors and their staff regarding invoice and backup documentation requirements.

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15%	E	Assists in coordinating with Right of Way Headquarters on comprehensive system usage from initiation to completion on all functional unit user areas within in R2.
5%	M	Provides administrative support to the DDD, Office Chief, and Seniors as needed. Certifies funds on federal participation memorandums, utility agreements, railroad agreements, and other documents as needed. Acts as a back-up to the Right of Way Administrative Support Technician. May perform other duties as assigned.

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, 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

Poor judgment and analysis could affect budgeting, training, personal management and general work activities, which would have a serious adverse effect of the operation and function of Administration and cause delays to and create poor working relations with other district branches and Headquarters. The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform in any aspect of the incumbent's responsibility to meet the requirements of the District's mission, vision and goals.

The incumbent is held accountable for accurate and prompt analysis of data and deliver customer service in a courteous and professional matter.

PUBLIC AND INTERNAL CONTACTS

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WORK ENVIRONMENT

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing.

This position may be eligible for 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 may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee’s designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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