

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                      |                                         |               |
|----------------------|-----------------------------------------|---------------|
| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION                   |               |
| Analyst II           | 08-604 MAINTENANCE HIRING (EFIS # 4276) |               |
| WORKING TITLE        | POSITION NUMBER                         | REVISION DATE |
| ANALYST II           | 908-604-5393-XXX                        | 08/03/2026    |

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

GENERAL STATEMENT:

Under general direction of a Supervisor I, the Analyst II provides technical expertise in a wide variety of administrative activities. Will work individually, as a team player, and may act in a lead capacity. The Analyst II will be expected to consistently exercise a high degree of initiative, independence and originality in performing the assigned tasks. Duties include but are not limited to:

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>      Job Description

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

|     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | E | Will work within the Hiring Unit and with the Support Region Management along with other Division supervisors performing the following: hiring justifications, advertisements, and organization charts. Prepares Personnel Action Request Forms(PARF) electronically via the Recruitment, Onboarding and Appointment Dashboard (ROAD) system, duty statements, vacancy advertisements, position justifications, hiring considerations and other documents relative to hiring, promoting and transferring employees for the Maintenance Division. Independently tracks all required hiring documents through the District 8 Resource Management Office and the Human Resources Southern Service Center. Responsible for tracking the hiring documents to ensure they are flowing efficiently through the system. Researches and responds to questions that are related to the hiring process to ensure all policies and procedures are implemented. Independently gathers, researches, evaluates and distributes the classification positions within District 8 Maintenance. Advises the Support Region Maintenance Supervisor I and District 8 Maintenance District Deputy Director (DDD) when staff mis-allocations have been identified and recommends resolution to ensure District 8 Maintenance remains in compliance with Human Resource Staff Supervisory Guidelines. Consults with Human Resources when allocation issues arise to find a resolution. |
| 20% | E | Creates and processes Nepotism Approval Requests; Acts as a back up to the Support Region for processing Temporary Assignments. Assists in maintaining the vacancy status spreadsheets for permanent full time and permanent intermittent positions. Extracts and collate data from the spreadsheets to report to the Support Region Maintenance Management. Creates and maintains logs, charts and rosters necessary to assist with tracking the Maintenance Division's staff of more than 600 permanent full time employees and over 100 permanent intermittent employees. Assists in maintaining the D8 Maintenance organizational charts and disseminates the updated organizational charts as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 15% | E | Provides Management with factual information as requested to resolve employee work related problems and issues; this may include researching and providing written documents from Memorandum of Understanding; support documentation from Human Resources; policy and procedures, rules and regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10% | E | Acts as a back-up and provides recommendations in the areas of personnel transactions, public information, reception, dispatching, mail/check services; goals and objectives for administrative services staff; recruitments, assist with interviews for selections of staff throughout the region as needed. Provide general information and referral assistance to supervisors/managers who seek guidance on miscellaneous personnel issues including: Workers Compensation, Adverse Actions and Equal Employment Opportunity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10% | E | Provides back-up coverage to the Post and Bid (P & B) Coordinator with District 8 Maintenance Division P&B. Provides back-up coverage for PFT and/or PI hiring processes. Answers questions from supervisors on current vacancy issues in Bargaining Unit 12, rank and file. Works as a liaison between Human Resources Southern Service Center.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5%  | E | As a valued member of the District 8 Emergency Operations Center (EOC). Will participate in emergency drills/training and report to D8 EOC or the back of EOC when an emergency and/or natural disaster is activated. The incumbent may be assigned as an Agency Representative at the Incident Command Post during emergency incidents. Will respond to fielding emails and calls from prospective hires as necessary. Performs other job-related duties within the scope of the classification as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

<sup>1</sup>ESSENTIAL 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 as a back-up to the unit lead position.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of the laws, rules, regulations, policies and language pertaining to personnel transactions, specifically Departmental hiring practices. Requires knowledge of the principles and practices of general business management and modern office methods; working knowledge of computer applications such as Excel, Word and the internet; knowledge of the purpose, organization, policies and procedures of the Department. Must have the ability to establish and maintain good working relationships; use tact and good judgment in dealing with the public; use and interpret reference material; reason and analyze data effectively. Must be able to maintain the confidentiality of the hiring process.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for independent decisions regarding the proper hiring processes and makes hiring commitments based on independent research. Will be responsible to make thoughtful and accurate decisions. Inattention to detail or failure to closely follow established procedures could result in illegal hires or other serious personnel actions.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

Will have frequent and regular contact with Maintenance field employees, supervision, staff at the District Office level, D8 Resource Management, Human Resource Southern Service Center and will also have extensive contact with the public. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Will be required to sit for long periods of time using a keyboard, mouse, monitor, and perform fine manipulation. Will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and on the telephone. Must be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines. Will be required to sit for long periods of time using a keyboard, mouse, monitor, and perform fine manipulation.

WORK ENVIRONMENT

Will work primarily in an office environment with climate control and artificial lighting. Will be required to sit for long periods of time using a video terminal display and a keyboard. May travel in the District and as needed to Headquarters. Will be called upon to work in the Emergency Operations Center during natural or man-made disasters.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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 |
|------------------------|------|