

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Dist 12/Div. of Administration/Safety and Facilities Operations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Facilities/Emergency Evacuation Coordinator	912-015-5393-924	06/30/2026

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 Supervisor I in the Safety and Facilities Operations Branch, the Analyst II is responsible for various administrative duties. The areas of responsibility include Facilities budget (084), service contract management, and lease management, planning, organizing, directing, coordinating, and managing the day to day operations of the district office facility. The incumbent is the liaison to the Property Manager/Lessor and the building engineers. May require to work occasional extended hours or weekend hours in order to manage the facility operations.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- **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. (Climate Action - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - People First)
- **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. (Climate Action - Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Equity - Innovation)

TYPICAL DUTIES:

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

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30%	E	Mitigate and resolve complaints regarding electrical, plumbing, janitorial, and all facilities related issues. Develop, monitor and follow-up with all work orders to the Lessor and their engineers. Liaison with the Property Managers and Lessor on all property related issues. Handle contracts for recurring maintenance and special projects. Coordinate all moves and modifications of facilities related equipment, personnel, furniture, cubicle modifications, tenant improvements, American Disabilities Act issues related to the Facility and special projects relating to Facility needs and improvements in the district office. Assists and supports the Emergency Operations Center (EOC). Process all receiving records for sundries and building work requests and costs associated with the lessor. Identify, analyze, prioritize and initiate all facility repair projects at the district office. Responsible for coordination of Re-stacking project for the District Office including communicating with Headquarters liaisons, assist in planning, delegation of duties for equipment and furniture surveying and recycling, files and document reduction and confidential destruction, securing and directing contract movers. Responsible for duties related the Electric Vehicle (EV) Charging Stations, monitoring the daily use and operation of the EV Charging Stations, and reporting nonworking stations to ChargePoint for resolution. Responsible for the EV Service Contract, includes monitoring of expenditures service contract; procurement of EV Charger equipment, contacting and communicating with vendors and contractors, working directly with other facilities and Property Management staff. Maintain a database and produce spreadsheets of budget-related expenditures and provide reports of those related costs. Review and make recommendations to improve the EV budgeting-related processes to ensure that the District is effectively using the State resources it receives; prepares purchase requests and receiving records, obtain bids, tracks consultant invoices; develop and recurring EV maintenance repairs and equipment replacement cycles; ongoing assessments and follow up on all service-related issues. Abide by all Division of Procurement and Contracts (DPAC) regulations and requirements. Have working knowledge of the EV leverage procurement agreement.
25%	E	Coordinate, develop and monitor the districts' facilities annual (084) budget. Compiles and presents to HQ the annual facility budget by identifying fixed operating expenses, recurring maintenance costs office facility repair and special project estimates. On a weekly basis, monitor and track multiple programs utilizing multiple financial data bases to verify funding for the Facilities program and Business Services Costs. Review invoices for accuracy. Monitor and track all facilities expenditures. Review and track all Department of General Services invoices for district moves, tenant improvement projects and all other Department of General Services invoices as related to the facility. Coordinate and work with move managers, move companies and other Caltrans staff to ensure all move related issues are addressed and resolved. Create spreadsheets for the organization of facilities management, service contracts, space planning and facilities related needs, for use throughout the district. Uses data to track ongoing changes to facilities (building maintenance, special projects).
15%	E	Serve as the Emergency Evacuation Coordinator. Keep up-to-date with the latest information regarding emergency preparedness by attending the annual emergency awareness training by Property Management, Federal Emergency Management Agency (FEMA) online training, and California Highway Patrol's (CHP) Safety Services Program Meetings. Coordinate and revise the District's building emergency evacuation plan to ensure consistency with local agency plans. Implement the District's plan in the event of a natural disaster or other emergency. Plan, organize, and coordinate the annual employee evacuation drill in partnership with the District's Facilities and Security Coordinators. Assess the need for emergency equipment and supplies and develop cost analyses for purchases. Coordinate the purchase of tools, food, and water in preparation for a major earthquake or disaster. Coordinate and present Emergency Preparedness training, education, and information to the District office's floor wardens and floor monitors. Facilitate quarterly meetings with all emergency evacuation floor wardens and monitors.

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10%	E	Responsible for the District Automated External Defibrillator (AED) Service Contract for the Safety and Facilities Operations Branch. This responsibility includes AED Contract management, invoicing, tracking, and monitoring of expenditures service contract; including procurement of AED equipment, developing and maintaining spreadsheets, contacting and communicating with vendors and contractors, working directly with other facilities and property Management staff. Maintain a database and produce spreadsheets of budget-related expenditures and provide reports of those related costs to the Safety and Facilities Operations Manager. Communicates with HQ Accounting to reconcile invoices, and coordinate the AED maintenance contract. Review and make recommendations to improve the AED budgeting-related processes to ensure that the District is effectively using the State resources it receives; prepares purchase requests and receiving records, obtain bids, tracks consultant invoices; develop and maintain a tickler file for recurring AED maintenance repairs and equipment replacement cycles. As the AED Contract Manager, is the primary contact with vendors and service providers and will conduct ongoing assessments and follow up on all service-related issues. Responsible for ensuring procurement purchases for the AED and abide by all Division of Procurement and Contracts (DPAC) regulations and requirements. Have working knowledge of the AED leverage procurement agreement for items utilized by the Branch and provide information to the Safety and Facilities Operations Manager as requested. Coordinate all AED equipment purchases for the Safety and Facilities Operations Branch. Monitor the AED equipment pads purchasing for the Safety and Facilities Unit, including the processing of all invoices and the updating of the related spreadsheets.
10%	E	Responsible for the District Recycling Program. Liaison between the District, headquarters and the Integrated Waste Management Board. Work with local public agencies and vendors for information on recyclable material.
10%	M	Maintain current knowledge of all contracts and their funding sources, processing invoices and creating service and purchase contracts on Contract/Delegation Purchase Order's, having knowledge of the electronic security access/ID card data base and electronic card reader security access control system Lenel Onguard. Trouble shoot Access card problems or problems with electronic access doors and resolve issues through our vendors.

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 as a lead in the absence of the Supervisor I and review the work of lower level staff. Provide coverage in the Safety and Facilities Operations Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Analyst II should have a thorough knowledge of good business practices, budgeting, procurement, facility management, working knowledge of building operating procedures and requirements, principles and concepts of completed staff work. Ability to communicate effectively in writing and orally; reason logically and enlist appropriate resources to assist in problem solving; and prepare clear concise reports. Ability to prepare and present issues to large and small groups. The incumbent must have the capability to analyze information provided by internal units/functions and determine the impact of that information on the State, while ensuring that all legal requirements on the part of the department are met. Incumbent in this position is responsible for working cooperatively with all internal and external customers. Incumbent in this position must adhere to customer service standards set by his/her unit and provide high quality service, productivity and efficiency. The incumbent must have the ability to analyze circumstances and come up with sound decisions; must have computer skills such as Microsoft Word and Excel. The incumbent must be able to analyze operational needs and implement a good course of action to meet these needs; apply general policies and procedures to specific issues; analyze problems and determine alternative solutions; present ideas and information effectively, both orally and in writing at a level necessary for successful job performance; follow oral and written directions. Possession of a valid California driver's license is desirable. Must be able to deal effectively and tactfully with Caltrans personnel at all levels. Must be able to respond appropriately to difficult situations; recognize emotionally charged individuals, issues or problems; and develop constructive and effective responses. Must be able to analyze situations in an impartial manner and follow oral and written directions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent in this position requires a logical evaluation and creative approach in solving problems, having a variety of resources, while adhering to established policies and regulations. Poor judgement or errors could cost the state a substantial amount of funds, time and effort. Inaccurate planning as to future building and property needs may cause increased building operation

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costs, serious inconvenience to employees and possible loss of state property. Failure to make sound decisions can result in delays in project related work and dissatisfied internal and external customers. Errors in judgement could affect the safety and protection of employees. The incumbent actions will directly affect the Department's commitment to efficient operation and its ability to achieve its mission and objectives.

PUBLIC AND INTERNAL CONTACTS

There is daily contact with property managers, Caltrans employees as well as frequent contact with other agencies, outside vendors, contractors, building engineering staff, building security staff and the general public. Incumbent must have the ability to deal with situations in a courteous and professional manner. May have interaction with Deputy Directors, Division Chiefs, Program Managers, District Directors, Deputy District Directors, District and Region Division Chiefs, supervisors and employees regarding confidential and sensitive matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to perform such tasks as walking, climbing up/down stairs, bending, stooping, standing and kneeling. The incumbent will be required to lift and carry equipment/boxes with assistance weighing up to 25 pounds and large cumbersome items from one location to another. Incumbent will also need to move items weighing approximately 25 pounds from one area to another, and be expected to work with facilities moving, pushing and pulling equipment carts from one location to another in the District Office.

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent will be required to deal with stressful and emotionally charged situations with employees or the public, must be able to work under pressure, meet deadlines and maintain a helpful, positive attitude. The incumbent must work with sensitive and confidential material; be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment; be required to handle several issues at a time; be able to prioritize tasks as necessary; be able to develop and maintain cooperative work relationships; value cultural diversity and other individual differences in the workforce; grasp the essence of new information and master new technical and business knowledge.

WORK ENVIRONMENT

The base of operation will be in the District Office. The incumbent will be expected to work outdoors. While in a multi-story office setting, incumbent will be working in a climate-controlled environment with artificial lighting. A cubicle work area will be assigned in an open floor configuration; cubicle walls may have 4 or 6-foot panels; since the area is an open floor configuration, the work environment will be noisy.

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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