

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION MTCE/D07/ADMINISTRATION	
WORKING TITLE Administrative Resource Analyst	POSITION NUMBER 907-605-5393-918	REVISION DATE

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, the Analyst II will serve as a lead capacity as the Administrative Resource Analyst. Primary responsibilities include the duties of lead hiring Liaison, procurement, space management, property control management, and serving as the payroll/warrant liaison. The Analyst will require knowledge of the Department's operations and organizational structure. The incumbent will perform critical administrative tasks and handle highly sensitivity issues, requiring the exercise of a high degree of initiative, independent judgment, and discretion while maintaining strict confidentiality.

This position is a Monday through Friday 5/40 work-week schedule.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Equity, Integrity, Pride)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Employee Excellence - Collaboration, Equity, Innovation, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Integrity, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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40%	E	Serves as Liaison between Maintenance and the District on Maintenance hiring. Act as a lead providing management with information to resolve employee issues, maintaining logs and rosters, overseeing personnel transactions, and assisting supervisors with various personnel matters. In addition, monitors staff allocations, gathering and analyzing personnel data, and ensuring compliance with Human Resource guidelines. Monitors authorized and blanket positions and assists in moving employees out of blanket into vacant authorized positions. Acts as the lead in administrative services, handles special projects, and works closely with Human Resources to address classification and allocation matters.
15%	E	Serves as the payroll and warrant issuance liaison for the Division of Maintenance. The incumbent works with the District's Cashiers office and various Maintenance regions to coordinate proper check distribution. Responsible for keeping distribution logs up-to-date ensuring checks are tracked and delivered to the intended recipients or Maintenance region. The position requires a high level of coordination and communication.
15%	E	Procure materials and services for Maintenance Support staff through the use of purchase orders and CalCard. The incumbent will help to maintain office supply needs and process office supply orders through procurement practices. The candidate will also be in charge of maintaining supply needs and organizing supplies for the office. The incumbent may also be tasked to order special items needed for the field, as well as other procurement items which may involve procuring services.
10%	E	Act as the Property Control Management Coordinator by tracking State property/equipment. Responsible for maintaining documents of all State issued property.
10%	E	Act as the Space Management Coordinator by tracking and authorizing cubicle assignments. Responsible for maintaining cubicle assignment log current. Prepares and submit annual Records Retention Report to Headquarters.
5%	E	Prioritizes, schedules and coordinates meetings and appointments for the Division of Maintenance Management Team. Takes notes at staff meetings as necessary, makes travel arrangements and itineraries, and prepares travel expense claims.
5%	M	Provides backup to other Analysts in Maintenance Administrative unit, assist on special assignments, and other duties as delegated by Supervisor I.

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

No supervision exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of State agency organization, activities, goals, policies and procedures. Must have good communication skills, both oral and written, in order to communicate effectively through written documents and numerous personal contacts within the District and with various external parties/organizations and the general public. The Associate Governmental Program analyst must have knowledge of the overall functions of the Maintenance. Knowledge of principles and methods of public and business administration including modern office methods, forms, equipment, record management and governmental functions and organization. Ability to analyze administrative problems and adopt an effective course of action; make oral public presentations, interact with the public in a professional, positive, diplomatic manner. Demonstrate ability for assuming increasing administrative responsibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work is highly varied and complex, requiring the identification of practical, effective and efficient solutions for maintenance needs as defined in relevant Maintenance Agreements. Consequence for error include: poor relationships between Caltrans Maintenance, and contracting cities and Los Angeles County; inability to efficiently negotiate effective maintenance resolutions for identified problems; lack of maintenance for sites identified in Maintenance Agreements. Negative consequences would impact commercial vehicles and the traveling public in relation to mobility and safety.

PUBLIC AND INTERNAL CONTACTS

This individual must negotiate, communicate and maintain positive relationships with internal and external stakeholders in order to ensure continued successful administration of maintenance Agreements. Stakeholders include field staff and high level management.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent may also be required to move large or cumbersome reports from one location to another.
- * Must be able to organize and prioritize large volumes of varied documents.
 - * Must be able to develop and maintain cooperative relationships.
 - * Must be able to concentrate in order to review and create documents.
 - * Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.
 - * Requires occasional bending, stooping, and kneeling.
 - * Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

This employee will be working in a high-rise climate-controlled building with artificial lighting in a cubicle. Employees will be required to travel and work outside and should expect exposure to dirt, noise, and/or extreme heat or cold. Possession of a valid driver's license is required to operate a state vehicle.

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 MTCE/D07/ADMINISTRATION	
WORKING TITLE Administrative Resource Analyst	POSITION NUMBER 907-605-5157-918	REVISION DATE 09/21/2026

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, the Analyst I will serve as the Administrative Resource Analyst. Primary responsibilities include assist with hiring, procurement, space management, property control management, and serving as the payroll/warrant liaison. The Analyst will require knowledge of the Department's operations and organizational structure. The incumbent will perform critical administrative tasks and handle highly sensitivity issues, requiring the exercise of a high degree of initiative, independent judgment, and discretion while maintaining strict confidentiality.

This position is a Monday through Friday 5/40 work-week schedule.

CORE COMPETENCIES:

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EMPLOYEE (Signature)	DATE
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SUPERVISOR (Signature)	DATE
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