

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION D2 / Maintenance & Ops / Field Maintenance Region Office	
WORKING TITLE Field Mtce Hiring Coordinator	POSITION NUMBER 902-610-5393	REVISION DATE 07/01/2026

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 District 02 Maintenance Region Administration and Resource Manager (Supervisor I), the Hiring Coordinator performs a variety of complex technical and analytical hiring and administrative duties, while maintaining a high level of dependability, professionalism, teamwork, confidentiality, optimism, initiative and accuracy under strict deadlines in accordance with District, Department, State and federal law, policies, procedures, rules and guidelines. Incumbent must be customer service oriented and have strong computer skills. Incumbent must possess and maintain a valid driver's license when operating State vehicles, and may be required to work outside of normal work hours and travel throughout the district and to headquarters when needed.

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. (Safety, Employee Excellence - Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, 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. (Safety, Employee Excellence - Collaboration, Integrity, 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, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, People First)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Equity, People First, 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. (Safety, Employee Excellence - Innovation, Integrity, People First)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Employee Excellence - Collaboration, People First, Stewardship)
- **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. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

60%	E	Serves as the Field Maintenance Hiring Coordinator. Works closely with management staff, district hiring staff, region liaisons, and the Headquarters Office of Classification and Hiring (C&H). Prepares appropriate hiring documents, such as PARF/ARF (Position Action Request Form / Appointment Request Form) or the equivalent, Hiring Considerations forms, hiring justifications, ECOS (Exam and Certification Online System) advertisements, Screening Criteria, Training & Development forms, and follows established state, department, district and division hiring processes. Reviews hiring documents for accuracy. Analyzes salary determinations based on CalHR (California Human Resources) policies and works with C&H staff to correct salary errors. Prints applications and reviews to determine minimum qualifications for pre-eligibility for some entry level classifications and with DHR (Department of Human Resources) approval. Serves as point of contact for Field Liaisons coordinating interviews and hiring supervisors during the hiring process. Works with hiring supervisors to provide support for application screening, determining minimum qualifications, and writing interview questions. Serves as point of contact for candidate questions regarding the hiring process and recruitment efforts. Composes writing templates for correspondence with candidates. Escalates issues appropriately and works closely with Region Administrative Manager to resolve hiring issues. Maintains the integrity of the duty statements for all field maintenance classifications and makes recommendations for updates. Creates hiring reports, tracks hiring events, and maintains confidentiality on all aspects of the hiring process. Initiates, submits and monitors documents to establish new hire employee identification (S #) numbers and email addresses for employees' proper security rights based on position and/or classification. Facilitates and coordinates recruitment events. Some travel is required.
15%	E	Maintains Field Maintenance division organizational charts. Monitors and tracks position movement and vacancies. Creates accurate reports and distributes Organizational Charts on a monthly basis. Compiles hiring data and makes recommendations to management regarding the backfilling of vacancies, and other personnel actions. Serves as Post and Bid coordinator, composes and submits advertisements, receives post and bid forms, determines eligibility, and sends inquiries to the Office of Discipline Services. Provides post and bid follow up with bidders on final outcomes. Serves as Out of Class (OOC) coordinator for field maintenance and ensures packages are complete and correct OOC pay is received timely. Initiates and coordinates paperwork, identifies trends, creates and distributes reports and makes recommendations to management staff. Keeps accurate records and prepares files and reports for audits.
15%	E	Serves as consultant for complex timekeeping issues; coordinates with Timekeeping Analysts and IMMS Coordinator regarding position movement in IMMS (Integrated Maintenance Management System). Advises on complex NDI and Work Comp issues; prepares Return to Work (RTW) documents to re-establish an employee after a leave event as needed. Liaisons with Timekeeping Analysts, the Office of Driver Certification and Substance Testing (ODCAST), and candidates regarding new hire, upgrade, and return to work drug testing. Communicates or escalates issues to Region Administrative Manager as needed. Documents processes and procedures and identifies improvements and efficiencies; makes recommendations to management staff.
5%	E	Attends and participates in all Region Office and District Office meetings, trainings, etc., when requested, and takes notes. May provide training to other staff. Travel may be required.
5%	M	Acts as backup Drug Testing Coordinator, Paymaster and Reception for Field Maintenance staff. Travels to assigned areas of responsibility within the district to assist Supervisors, Superintendents, and/or Managers with scheduled interviews, meetings, or other special assignments as needed.

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

This position does not supervise. Provides training and guidance to employees. May act in lead capacity in the absence of the Supervisor when designated.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be able to plan, prioritize and analyze data from multiple sources; be able to analyze project workload and schedules, including frequently changing workload demands and sensitive issues; be highly organized; and be able to effectively communicate with all levels of Caltrans staff. Must have the ability to motivate and persuade other functions to complete workload

POSITION DUTY STATEMENTDOT PM-0924 (REV 01/2025)

deliverables; be able to demonstrate the ability to work and act independently and appropriately; be skillful in performing numerical and statistical calculations; and have the ability to initiate and complete tasks with little or no instruction, based on workload needs. Must be able to determine priorities and maintain accurate records.

Must be able to reason logically, have strong oral and written communication skills, use a variety of analytical techniques to resolve problems and improve processes, analyze various work situations accurately, have strong organizational skills, and make sound decisions. Must have the ability to work effectively alone or with others, and demonstrate a commitment to conduct business in a professional manner. A focus on continuous improvement and training is also desirable.

Must be able to produce work that is concise and clear, using correct grammar, spelling, punctuation, and structure; be able to present ideas and information, both orally and in writing, to large groups and individuals; and be proficient in using major computer software and databases used by Caltrans, including proficiency with Microsoft Word, Excel, Outlook, Powerpoint, Access, Adobe Acrobat, IMMS/MOMS (Maintenance and Operations Management Solution), Advantage, and other applications needed to perform the essential duties of the position. Expertise in these applications is desired. Must employ good work habits such as punctuality, reliability, and accuracy.

Knowledge of ROAD (Recruitment Onboarding Appointment Dashboard), ECOS, and the rules and regulations regarding best hiring practices as outlined by the Department of Human Resources and Bargaining Units Memorandum of Understanding is desirable. It is required to obtain this knowledge within the first months of working in this position. A valid driver's license is desired; it is required when operating state vehicles. Travel in district is required.

Knowledge of Field Maintenance operations, the Region's and the Department's mission, goals, core values, purpose, organization, policies and procedures is desirable; the ability to learn this knowledge is required. Incumbent must be able to act independently and with initiative while using good judgment and maintaining positive working relationships with supervisors, managers, and other staff. Must be able to effectively identify and analyze problems; evaluate information from regulations, departmental policies, laws, and/or rules; determine accuracy and relevance; consider the effect of changes; and propose solutions. Must be able to follow oral and written directions, evaluate situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to ensure confidentiality in all dealings with personnel information. Loss of confidentiality and delays in processing documents could subject the department to civil lawsuits and/or additional costs to the Maintenance Program. Errors in judgment may result in monetary loss to the state and a loss of credibility between agencies.

PUBLIC AND INTERNAL CONTACTS

Will have daily contact with candidates, Region staff, field staff, District employees, as well as Headquarters staff. Additional contacts could include external agencies such as California Office of Emergency Services, California Highway Patrol, County Sheriffs' Offices, County Public Works Departments, City Police Departments, Fire Departments and public utilities. Incumbent ensures the public and employees are treated with consideration and respect, and must display tact, professionalism, confidentiality, and sensitivity in all communications. Employee is expected to maintain a favorable public image for the district and State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard, mouse, phone, and video display monitors. Must have manual dexterity to operate a computer and keyboard for preparation of reports and forms. Required tasks may occasionally require bending and twisting at the neck and/or waist, stooping, squatting, kneeling, reaching above the shoulder, and moving or carrying items up to 25 pounds. Will be required to travel to various locations throughout the state or district.

Working hours will be set sometime between 0500 and 1700 hours, Monday through Friday, and it is expected that the employee will report to work on time and remain productive throughout the work day. Employee must be able to multi-task, follow instruction, adapt to changes in priorities, complete tasks or projects with short notice, have the ability to organize and process large volumes of varied data and documents, be able to concentrate in order to review, process, and analyze data and documents, and meet strict deadlines.

Employee must be able to handle pressure effectively and maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must also be able to develop and maintain cooperative working relationships with all levels of staff and communicate effectively, professionally and respectfully. Employee must demonstrate a sense of responsibility with a commitment to public service, handle confidential and sensitive documents and information with appropriate tact, urgency and care, conduct themselves in a fair and ethical manner, and respond appropriately to difficult situations.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may occasionally attend offsite meetings and travel to Maintenance facilities within the state where climate and accessibility are uncertain and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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
------------------------	------