

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Independent Office of Audits and Investigations	
WORKING TITLE Staff Editor	POSITION NUMBER 900-097-5393-XXX	REVISION DATE 09/24/2026

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 of Publications and in collaboration with technical staff, the incumbent performs editorial, research, analysis, evaluation, data presentation, and accessibility compliance duties. The incumbent consults with and assists Independent Office of Audits and Investigations (IOAI) technical authors and other staff in developing and refining manuscripts for reports, projects, social media and other Online content, and other materials as required to meet IOAI needs. Acts as a technical consultant and subject matter expert on writing, editing, graphic design, and publications.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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, Integrity, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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 - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Advise and collaborate with technical staff on the development of reports and other informational materials to present audit findings, investigation results, and other projects for briefings, meetings, workshops, conferences, social media and other online content, and publications. Use Excel, Word, Acrobat Pro, Adobe Illustrator, InDesign, Photoshop, and other software to convey quantitative and qualitative information clearly, accurately, and effectively, both in visual and written form. Ensure that reports and other materials are presented in a well-reasoned, effectively organized, and clear manner that meets audience needs. Evaluate text and graphics for soundness of logic, analytical development, specificity, accuracy, and completeness. Resolve problems of tone, ambiguity, and grammatical expression. Verify sources. Conduct document searches on policies, procedures, rules, regulations, and transportation issues.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Prepare reports and other materials for publication using appropriate software. Work iteratively on graphic design and multimedia projects, incorporating feedback and critical reviews from team members. Work with Caltrans Reprographics staff and IT webmasters to ensure quality standards and deadlines are met. Work with technical staff to obtain approvals related to publication. Help technical and administrative staff to determine the best ways to distribute publications according to cost-effectiveness, audience needs, timeliness, accessibility requirements, type of use, searchability, and recommended file formats. Ensure appropriate use of IOAI's logo and adherence to design standards; ensure compliance with California accessibility requirements.
15%	E	Attend and directly contribute to team meetings and activities by cooperating and providing input to develop ideas and foster team cohesion. Demonstrate sensitivity to others and their suggestions. Work to establish and maintain a high level of customer service and quality products. Assist in identifying team goals and expectations to meet IOAI's mission. Continuously improve skills and expand understanding through training, to keep knowledge base and skill sets current with industry standards and practices.
15%	E	Assist in developing, publishing, and distributing office publications and materials, including newsletters, email blasts, and workshop materials. Maintain the IOAI House Style Guide and propose updates to the Supervisor of Publications.
10%	M	Other duties as needed in support of upper management, the Chief of Administration, the Supervisor of Publications, and the administrative services team.

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 other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Possesses excellent oral, written, and interpersonal communication skills.
Possesses strong analytical skills and attention to detail.
Ensures confidentiality while interacting with all levels of staff and management.
Applies sound judgment and makes independent decisions.
Meets multiple deadlines promptly.
Prioritizes workload while multi-tasking among various assignments.
Possesses strong organizational skills.
Thinks clearly and quickly to solve problems and offer solutions.
Possesses the emotional intelligence to professionally deliver constructive criticism and objectively receive feedback to discern and address underlying concerns.
Possesses exemplary customer service skills.
Independently conducts research and analysis using available resources.
Works cooperatively with staff at all levels in the organization.
Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Creative Cloud (Acrobat Pro, InDesign, Illustrator, and Photoshop).
Technologically proficient: able to quickly learn and effectively use a variety of software.
Keeps current in communication technology and best practices.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment or decisions could affect the IOAI requirements of compliance with regulations, guidelines, and internal policies.

PUBLIC AND INTERNAL CONTACTS
The position's editing and graphic design duties require regular verbal and written contact with co-workers, other divisions, and vendors. The position routinely contacts other Department personnel, contractors, and consultants to share, transmit, or obtain information. These contacts are verbal and written, as needed, to perform assignments. This position may have some contact with the public as part of social media duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The position requires extensive use of a personal computer and the ability to sit/stand at a desk for extended periods of time, use a phone, use virtual conferencing hardware and software, and type on a keyboard for extended periods of time. Requires the ability to retrieve and/or move files, documents, or other materials of up to 15 pounds. Duties require occasional bending.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

stooping, kneeling, standing, and reaching up. Because workload fluctuates, the employee must independently and effectively manage routine, assigned, and shifting-priority projects.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans' evolving telework policy. IOAI supports telework, recognizing that in-person attendance may be required according to operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel, which could include extended hours of work and/or overnight or multiple-day trips, may be required, and reimbursement considers an employee's designated headquartered 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. The incumbent will work in a climate-controlled office and telework environment under artificial lighting. The incumbent may be required to sit for long periods of time using keyboard and computer.

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