

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Headquarters/Budgets/Office of Capital and Finance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Analyst II	900-082-5393-055	10/12/2026

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 Chief, Capital Outlay & Local Assistance Branch (Supervisor II), the incumbent is primarily responsible for the independent analysis of financial information for the California Department of Transportation's (Caltrans) bond funded programs, particularly the nine bond funds and accounts made available through the Proposition 1B Bond Act.

Activities include evaluating, analyzing and maintaining financial information critical to assessing the progress and success of bond funded programs and for developing funding requests for bond sales. The incumbent is responsible for evaluating the impact of budget and program changes on future resources and commitments, in addition to completing special projects. Support will be offered to the Capital Outlay Unit as workload demands.

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, Equity, Employee Excellence - Collaboration, Equity, Stewardship)
- **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 - Pride, Stewardship)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Pride)
- **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, Prosperity, Employee Excellence - Innovation, Integrity)
- **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. (Prosperity, Employee Excellence - Collaboration)
- **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. (Equity, Prosperity, Employee Excellence - Equity, 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. (Employee Excellence - Collaboration, Innovation, People First, Pride, Stewardship)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity, Employee Excellence - Innovation, 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 - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

15%	E	Manage bond program financial data, including appropriations, reversions of appropriations, project allocations, contract encumbrances, expenditures, and cash flow needs for existing and new projects. Ensure that data is current and accurate by coordinating with other divisions that are responsible for bond program information, as well as updating data as needed. Make certain that data is accessible and in formats conducive to responding to information requests on an extremely short deadline basis. May provide staff support on specific projects or activities, as well as to multi-disciplinary teams.
15%	E	Maintain, analyze, and prepare financial information on a regular basis, documenting the financial status of funds for each bond-funded program. Respond to ad hoc drills, including updates and status reports on bond resources for Caltrans management and control agencies. Analyze, prepare, and present complex fiscal and financial information in a format suitable for management reporting.
15%	E	Posting California Transportation Commission (CTC) voted and approved actions to various fiscal and budgetary systems.
15%	E	Cross training will be required with select positions as needed to ensure a backup is in place during the extended absence of other positions within the unit. Duties may include processing and analyzing reversions, drafting agenda language, book item remediation, reviewing, compiling, and reconciling data for all vote month activities and projects. As well as other core duties or correspondence with CTC Liaison as required to ensure a successful vote month.
15%	E	Complete special projects, including research, analysis, planning, organizing, as well as the compilation of materials or reports that communicate the financial status of Caltrans various funds and accounts to Caltrans management, the CTC, the Department of Finance (DOF), and the Legislature. The may include completion of budgetary revisions as necessary in support of this position or other positions within the unit.
15%	E	Participate in the development of the Governor's Budget for Proposition 1B and other bond funds, including preparation of budget change proposals, budget bill language, and fund condition statements. Prepare fact sheets for budget hearings and responses to budget related questions from the Legislative Analyst's Office, DOF, and Legislative budget staff.
10%	M	Prepare/review book items and vote boxes for CTC actions. As well as administrative corrections to amend for minor errors in fiscal entries or postings.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of Caltrans mission, goals and objectives; the state's budget development and fiscal management processes and requirements (e.g., State Administrative Manual and DOF requirements); and the Governor's Office, California Transportation Agency (CalSTA), and Caltrans budget policies. The incumbent shall be familiar with the legislative process and its corresponding impact upon the budget process as well as the sources of transportation funding. Must have the ability to communicate effectively to individuals and groups, both orally and in writing; plan and organize to complete complex research assignments; prepare and present technical information in a format suitable for management reporting; analyze information and make recommendations; and establish and maintain cooperative working relationships.

Use of a computer is required and incumbent is expected to demonstrate extensive knowledge of Excel in order to develop and complete spreadsheets. The incumbent shall also have a strong knowledge of Access and/or other database systems in order to complete assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
This position is critical to ensuring the technical integrity and continuous improvement of bond funding and financial analysis. Failure to ensure compliance with established requirements could result in Caltrans failure to have an acceptable budget product for DOF, CalSTA, and legislative review and approval. Inadequate reporting of financial resources and erroneous recommendations could result in project approval based on such information, thereby causing expenditures in excess of departmental resources and/or authority. Also, miscalculation of project cash needs could result in insufficient bond proceeds being secured from bond sales. These situations could create a catastrophic funding shortage, requiring critical transportation projects to be postponed or canceled. Such actions would reflect negatively on Caltrans, the CTC, CalSTA, and the Governor's Office. Additionally, relationships with local agencies and contractors would be compromised, resulting in possible litigation against Caltrans.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with staff and managers within the Division of Budgets and with high-level staff (Supervisor I and above) affiliated with Caltrans bond programs, the DOF, the State Treasurer's Office, and the State Controller's Office regarding departmental bond financing and budget matters. Relationships with outside agencies have a major impact on departmental credibility and frequently affect the ability of Caltrans to influence public policy.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to sit for long periods of time using a keyboard, mouse and computer monitor; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet stringent deadlines; grasp the complexity of new information; master new technical knowledge; utilize effective time management skills; adapt to changing priorities; complete tasks or projects with short notice; perform effectively under rigid time constraints and pressure; exercise a high degree of independence in carrying out assigned duties; and maintain focus and intensity while remaining optimistic and persistent even under adversity.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Working hours will be set sometime between 6:30 a.m. and 6:00 p.m. Regular and punctual attendance is required. Overtime will be required during periods of peak workload. Employees are required to comply with telework agreement policies and procedures.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on 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 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.

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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