STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	PMP/Workforce Professional Employee Development	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Training Coordinator	913-155-5393-011	10/19/2026

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 Workforce Development Supervisor I, the Analyst II performs a wide range of responsible, varied, and complex analytical assignments related to training and staff development for the Planning and Modal Programs and the District Planning Division. As a full journey-level analyst and subject-matter generalist, the incumbent demonstrates strong intellectual abilities, management tools, and personal qualifications necessary to succeed in diverse analytical functions, including program evaluation and planning, policy analysis and formulation, systems development, and personnel analysis. The Analyst II is responsible for developing, implementing, and evaluating professional development training initiatives that support Planning and Modal Programs Program Management's training goals, ultimately enhancing individual staff development and overall organizational effectiveness.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **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 - Innovation)
- **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)
- **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, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, Integrity)
- **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)
- **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. (Employee Excellence - Collaboration, Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

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

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35%	E	Manages participant registration and enrollment activities through the Learning Management System (LMS), including monitoring enrollment processes, verifying prerequisite requirements, and maintaining training records and Smartsheet databases to track employee participation in professional development programs. Oversees in the design, development, planning, and coordination of training courses for Planning and Modal Programs staff statewide, while fostering effective working relationships with internal staff and external partners, including Cooperative Personnel Services (CPS), educational institutions, and private consultants. Coordinates training logistics, including participant placement, equitable space allocation, and site selection for both in-person and virtual learning events. Inspects site and travel as needed to support training delivery, monitor course activities, and ensure successful program implementation. As a designated purchasing agent and Cal-Card holder for the Professional Development Branch, manages training-related expenditures; processes purchase orders, payment and receiving documentation; reconciles Statements of Account through the Accounting Management System; and coordinates the procurement of training services, equipment, materials, and office supplies. Conducts analytical studies and evaluations related to workforce development and training initiatives; researches and develops policies, procedures, and program recommendations; reviews and assesses legislative or regulatory proposals; and provides analysis and recommendations to management regarding potential program impacts. May serve as a team lead on special projects, coordinate activities involving multiple agencies or stakeholders, represent the Department in inter-agency work-groups and meetings, and perform other related duties in support of organizational goals and program objectives.
30%	E	Develops, organizes, analyzes, and evaluates data to support the effective administration of training programs for Planning and Modal Programs staff statewide. Responsibilities include identifying and selecting course participants, ensuring equitable enrollment and space allocation, and coordinating with conference planning staff or independently securing training venues and hotel accommodations in accordance with facility contract requirements. Manages the procurement and inventory of training equipment, materials, and supplies; monitors expenditures to ensure compliance with budgetary guidelines; and performs related training administration duties as needed.Serves as lead project manager for a variety of workforce development initiatives, coordinating the planning, implementation, and evaluation of training programs. Demonstrates strong written and verbal communication skills while organizing, prioritizing, and managing multiple concurrent projects, including the Academies Program, Planning Horizons, Mandated Training, Professional Development Liaison activities, and other staff development initiatives. Collaborates with internal and external stakeholders to ensure training objectives are achieved and program goals are met efficiently and effectively.
25%	E	Prepares, administers, and monitors contracts supporting Workforce Development Branch (WDB) training programs. Reviews and approves training materials associated with contracted services to ensure quality and compliance with program objectives. Serves as the on-site or virtual coordinator for a variety of WDB training courses, providing logistical support and ensuring successful course delivery. Functions as the Out-of-State Travel Coordinator for Planning and Modal Programs (PMP), coordinating travel requests and ensuring adherence to all applicable policies, procedures, and reporting requirements.Applies Departmental Policy and Administration Committee (DPAC) policies and procedures in the development, preparation, and processing of service contract requests based on identified training and organizational needs. Researches, compiles, and analyzes training data and program metrics, and prepares reports, summaries, and recommendations for management to support decision-making, program evaluation, and workforce development initiatives. Performs other related contract administration and training coordination duties as required.
5%	E	Performs a variety of administrative, operational, and cross-functional branch activities in support of Workforce Development Branch programs and initiatives. Responsibilities include responding to planning-related inquiries, monitoring and managing shared mailboxes, serving as a meeting recorder and note taker, coordinating and completing special assignments, and supporting staff development and training-related projects. Performs other job-related duties within the scope of the classification as assigned.
5%	M	Perform other job related duties within the scope of the classification as assigned.

[1]ESSENTIAL 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 have supervisory duties or tasks.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledgeable of the Department's mission, vision, goals, and objectives. Knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Exercises good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Caltrans and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. Possession of understanding of computer applications, hardware and software, and be able to prepare and analyze comprehensive reports and make sound recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment, planning or decisions may result in project delays that could increase project cost. Contract processing irregularities could result in lawsuits against the State and loss of funds. Failure to adequately manage information systems and other administrative functions would result in overall loss of credibility and efficiency of the Planning and Modal Programs.

PUBLIC AND INTERNAL CONTACTS

Maintains effective working relationships with Headquarters, Districts, and the public. Consistent with good customer service practices and the goals of the Caltrans Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to stay stationary position for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships. Ability to focus for long periods of time. Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Travel may be required. Business travel reimbursements considers an employee’s designated Headquarters 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.

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	PM2/Workforce Development/Training & Development	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Training Coordinator	913-110-5157-XXX	10/19/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of a Supervisor I in the Workforce Development Training and Professional Employee Development Branch, the Analyst I with guidance of Supervisor I, performs a variety of less complex duties related to training and administration of staff development for the Planning and Modal Programs and the District Planning Division. The incumbent is responsible for developing, implementing, and evaluating professional development training initiatives. The outcome of those initiatives will support Transportation Planning training programs that will improve individual development.

CORE COMPETENCIES:

As an Analyst I, 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.

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35%	E	Coordinates participant registration and enrollment activities utilizing the LMS, including monitoring registration processes, verifying prerequisite requirements, and determining participant eligibility. Maintains and updates LMS course offerings and training records, and manages databases used to track participation in courses provided by the Professional Development Branch.Assists in the design, development, planning, and coordination of training programs and courses for Planning Modal Programs staff statewide. Exercises independence and effective communication skills while interacting with employees at all organizational levels, as well as external stakeholders, including Cooperative Personnel Services (CPS), colleges and universities, and private consultants.Coordinates course enrollment and training logistics by collaborating with district representatives and facilities staff to ensure appropriate site selection and equitable allocation of classroom space, both in-person and virtual. May conduct site inspections and travel occasionally to training locations to monitor consultant performance and support training delivery.Serves as a designated purchasing agent and Cal-Card holder for the Professional Development Branch. Processes purchase orders, payment and receiving documentation, reconciles Statements of Account through the Accounting Management System, and coordinates procurement requests for training services, equipment, and office supplies.
30%	E	Assists in developing, organizing, analyzing, and evaluating training program data to support the administration of training courses for Planning and Modal staff statewide. Coordinates course enrollment activities by identifying and selecting participants, ensuring equitable space allocation and placement, and collaborating with conference planning staff. Researches and secures training facilities and hotel accommodations in accordance with established contracts and facility requirements. Orders, tracks, and maintains inventories of training equipment and supplies, and monitors expenditures to ensure compliance with budgetary constraints. Responds to inquiries related to planning programs, completes special assignments, and performs a variety of staff development and training support activities as assigned.
25%	E	Asists in the preparation and administration of contracts for training courses offered by the Workforce Development Branch (WDB). Reviews and approves final training materials for assigned contracts and serves as the on-site or virtual coordinator for various WDB training courses. Applies DPAC policies and procedures in the development and processing of service contract requests based on identified training needs. Generates and analyzes training reports and related data as requested by management. Performs contract administration, training coordination, and other workforce development support activities to ensure the effective delivery of training programs.
5%	E	Performs a variety of administrative, operational, and cross-functional branch activities in support of the Workforce Development Branch and Planning and Modal Programs. Duties include responding to planning-related inquiries, monitoring and managing shared mailboxes, serving as a meeting recorder and note taker, and completing special assignments and staff development-related projects. Performs other job-related duties within the scope of the classification as assigned to support branch operations, program objectives, and organizational goals.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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Knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public, employees and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. Must have an understanding of computer applications, hardware and software, and be able to prepare and analyze comprehensive reports and make sound recommendations.

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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

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