

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION D8/Right of Way and Land Surveys	
WORKING TITLE Division Assistant	POSITION NUMBER 908-302-5157-xxx	REVISION DATE 08/07/2026

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 the Supervisor (I) and the direction of the Right of Way Deputy District Director (DDD) and the lead of Senior level staff, the Analyst (I) administratively supports the Division and performs various high-level duties and a wide variety of difficult non-supervisory analytical assignments. The incumbent will work as a team member and will be expected to consistently exercise a high degree of initiative, and independence in performing assigned tasks. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Collaboration, 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)
- 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 - Equity)
- 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)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety - Equity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation)
- 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 - Collaboration)
- 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)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity - Integrity)

TYPICAL DUTIES:

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

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30%	E	As a procurement analyst and Cal-Card holder, Performs related procurement office duties, such as preparation of specialized reports as assigned by the Supervisor I. Overview of the procurement process to create Requisition (RQS) and Cal-Card Purchase Order (CPO) documents in Advantage related to purchase requests, purchase estimates, and service contracts requests. Understands the Advantage procurement life cycle, conducts commodities search, creates, modifies, and cancels RQS/CPO documents for services. Conduct inquiries and research to locate needed documents. Reconcile purchases using Enterprise Resource Planning Financial Infrastructure (EFIS) and ensure invoices are paid timely following rules and regulations as outlined in the California Prompt Payment Act, Government Code (GC), Section 927 et seq. Research purchasing needs, makes recommendations, and analyze alternatives. Ensure that all documentation is correct and submitted to Accounts Payable in a timely manner. Monitors Cal-Card Program Guidelines to ensure proper usage and that monetary values are not exceeded. Solicits vendor bids and awards purchase or repair orders for items needed for Right of Way. Obtains price quotes from vendors and procures office supplies and job-related equipment for staff through the use of a State issued Cal-Card, Purchase Orders, and Requests. Maintains accurate records to ensure spending is within the annual allocation for capital and training budgets.
25%	E	Serves as the assistant to the DDD for RWLS on all administrative matters, including requests assigned by the District Director (DD) and sensitive correspondence that requires an urgent response. Gathers data and coordinates with managers in RWLS and/or other program areas on action items, tasks of a sensitive nature and critical tasks requiring specialization to resolve. Works closely district staff on issues of division and district importance that requires research and analyzing complex and sensitive issues and prepares concise written reports that clearly identify issues to include relevant background. Assists the DDD in closing out action items of interest to the division and coordinate cross-functionally to ensure that issues of interest to HQ and/or district executive management are resolved in a comprehensive and timely manner. As the assistant to the DDD, will be required to research areas for resolution in written response on behalf of the Division. Establishes and implements a tracking system for confidential and sensitive issues to ensure timely responses and action. Coordinates and communicates with DDD in order to capture all required business needs and administers all external and internal correspondence. Reviews for completion, analyzes and prioritizes correspondence received from elected officials and the public, requiring a direct response from the Division of RWLS. Takes initiative using completed staff work to resolve issues, research areas for information and possible solution, collects data and composes written responses for the DDD. Coordinates and communicates with RWLS Supervisors and Seniors to capture all required business needs and administers all external and internal correspondence. Responsible for independently composing correspondence, quarterly RWLS newsletter, proofreading documents for accuracy, quality, and assurance of proper format. Maintains the DDD's calendar and schedules appointments and meetings with Executive Management, RWLS Management, RWLS staff and tracks calendar, appointments, and events daily for the Deputy District Director. Assists with travel arrangements, as needed. Answers calls and directs calls to staff, as needed. Establishes and maintains confidential and administrative files. Organizes meetings for Right of Way staff and sets up and provides necessary equipment for meetings. Assists with meeting taking and distributing minutes.

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20%	E	Will assist with estimates for Data Sheets and assist in analyzing and performing varied administrative duties involved in Capital budgeting and monitoring, project scheduling, funding, and projections. Will assist in compiling and analyzing data to produce an estimate for a Right of Way Data Sheet (RWDS) that will be used to program Right of Way Capital Costs for performing Right of Way activities specific to each project. Coordinates with various levels of staff to ensure that the information to be incorporated into the RWDS is accurate. Provides status to RW Project Coordination and responds to inquiries regarding the status of a requested RWDS. Uploads RWDS into the Right of Way Management Information System (ROWMIS) database and the Work Plan Status (WPS) Database. Will assist with revising and updating the RWDS due to changes in scope or other factors such as potential environmental mitigation costs and/or permit fees that are to be paid with Right of Way capital funds. Utilizes the RWDS to help develop a work plan for Right of Way support. Distributes completed RWDSs to Program Project Management. Will assist with circulating Functional Clearance for Certifications and coordinate with various levels of staff to ensure that the information to be incorporated into the Certifications is accurate. Will assist with providing status to RW Project Coordination and responds to inquiries regarding the status of the Certifications requested. Uploads Certifications into the Right of Way Management Information System (ROWMIS) database and the Work Plan Status (WPS) Database. Will assist with revising and updating Certifications as needed. Distributes completed Certifications to Program Project Management
10%	E	Assists the Division Training Coordinator in disseminating information for upcoming training courses to the Division. Work with Learning Management Systems (LMS) as a session Administrator/Coordinator to schedule training sessions and certifying employee completion of all mandated courses. Suggest system enhancements and business process improvements to the LMS Business Analyst in an effort to continuously improve LMS. Work with vendors and headquarters staff to ensure necessary training is available to Right of Way staff. Maintains accurate records to monitor training that is needed and taken by staff. Sets up and maintains courses through the Staff Central Learning Management System (LMS). Participate in quarterly statewide teleconferences to discuss future training opportunities for Right of Way staff and related budgetary concerns.
10%	E	Assists the Supervisor I and Analyst II with hiring needs. Works with the Analyst II and Senior Right of Way Agents in the development of duty statements, hiring justifications, advertisements, and organization charts. Prepares Personnel Action Request Forms (PARF), duty statements, Exam and Cert Online System (ECOS) forms, vacancy advertisements, position justifications, hiring consideration forms, and other documents relative to hiring, promoting, and transferring employees for the Right of Way Division. Assists with interviews, interacting with the candidates on the day of the interview. Tracks hiring documents to ensure they are flowing efficiently through the system. Research and responds to questions that are related to the hiring process to ensure all policies and procedures are implemented. Assists with managing vacancy status spreadsheets to accurately reflect the efforts made to fill vacant positions. Assists with maintaining the District 8 Right of Way organizational charts and disseminating the updated organizational charts monthly.
5%	M	Provides back-up clerical services for executives' clerical staff. Assists executives' clerical staff with celebratory functions and other District functions as needed. Assists other Divisional clerical staff as needed by answering phones and scheduling conference rooms and maintaining property control. Other clerical/administrative duties as assigned

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

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Must have working knowledge of the California Prompt Payment Act. Government Code, Section 927, et seq.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complete governmental and managerial problems; develop and evaluate alternatives; analyze data, present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others. Must develop general knowledge of Right of Way and understand when Right of Way activities are required. Must have excellent organizational and computer skills including the ability to work with computer database systems such as Microsoft Access and Excel, Project Resource and Schedule Management (PRSM), and other State databases. Must possess the ability to handle multiple priorities and work closely and efficiently with others in a team environment.

Must be able to evaluate situations, people, and properties for Right of Way related matters. Must possess the ability to do basic math calculations, write reports, audit information, problem solve, perform analysis, and use logical reasoning skills. Must possess the ability to focus on a single task as well as be able to multi-task when necessary.

Must communicate with supervisor on a regular basis on work assignments and commitments. Must complete agreed upon work commitments in a timely fashion. Must attend staff meetings, travel to training sessions lasting up to two weeks in duration, and attend other meetings as required. Must be able to give oral presentations to gatherings of various sizes and at various levels in the Department and to the public. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond efficiently to changing work priorities.

Must have the ability to act independently, be open-minded, flexible, and tactful.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of failure in responsibility can result in the failure to meet financial obligations which can have a detrimental impact on project delivery. This could disrupt community plans and statewide funding and planning schedules and could also result in loss of funding, additional project and program costs, and loss of local participation in needed projects. Failure to correctly account for local money expended through San Bernardino County Transportation Authority (SBCTA) and Riverside County Transportation Commission (RCTC) could result in those agencies giving work previously performed by Caltrans to other transportation agencies or consultants.

PUBLIC AND INTERNAL CONTACTS

Must have the ability to confer with Project Coordinators inside Right of Way as well as with management and co-workers. Will have considerable contact with headquarters accounting staff as well as with other Caltrans staff statewide. Must have the ability to develop and maintain rapport with co-workers and outside vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. Must possess the ability to move up to 35 pounds (files, boxes, laptops, projectors, cumbersome plans, etc.) Must have the ability to file and work in a climate controlled office building under artificial lighting. Must have the ability to develop and maintain cooperative working relationships.

Mental requirements include the ability to be flexible, maintain cooperative working relationships and remain calm, patient and professional when dealing with the public and others on sensitive issues. Must handle and respond to multiple tasks with ever changing priorities, processes and workload fluctuations. Must maintain sustained and focused attention to detailed, complex, and varying assignments in a busy work environment. professional when dealing with the public and others on sensitive issues. Must handle and respond to multiple tasks with ever changing priorities, processes and workload fluctuations.

Emotional - Must deal effectively under pressure and maintain focus. May be subject to challenging situations and must have the ability to handle in a calm and respectful manner.

WORK ENVIRONMENT

May be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to file and work in a climate controlled office building under artificial lighting. Must have the ability to develop and maintain cooperative working relationships.

May be subject to and have the ability to handle sensitive situations with the public and/or employees in a calm manner. Ability to resolve emotionally charged issues reasonably and diplomatically. 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

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relationships. Must consider and respond appropriately to the needs, feelings, and capabilities of people in different situations; is tactful and treats others with respect.

Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and abilities. Makes everyone feel valuable regardless of diversity in personality, culture, or background.

This position may be eligible for telework. The amount of telework is dictated by the Office of the Governor and based on Caltrans’s evolving telework policy. All employees are expected to report to their designated headquarters location on their in-office days. 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 headquarterd location as needed to meet operational needs.

Business travel may be required, and reimbursement considers an employee’s designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the employee.

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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