

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Management Auditor	Independent Office of Audits and Investigations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Management Auditor	900-097-4159-xxx	04/03/2026

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

GENERAL STATEMENT:

Under the general direction of the Business Intelligence (BI) Supervisor with the Independent Office of Audits and Investigations (IOAI), the incumbent will assist in performing data analysis, technical research, and statistical work utilizing disparate data sources to identify data trends, anomalies, and outliers. Additionally, the incumbent will use data analytics and visualization software to independently develop reports that will be presented to internal and external stakeholders.

CORE COMPETENCIES:

As an Associate Management Auditor, 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 - Collaboration, Equity, Innovation, Integrity)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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, Equity, Employee Excellence - Collaboration, Innovation, Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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. (Safety, Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Collaboration, Innovation, Integrity)
- 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

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50%	E	Use data analytics, visualization, and business intelligence software (such as Power BI, Tableau, Tableau Prep, etc.) to develop high quality, meaningful, and reliable data reports, visualizations, and dashboards. Maintain dashboards and visualizations to ensure the data is accurate and timely. Troubleshoots and corrects errors in dashboards and visualizations. Gather and analyze program data from a variety of sources to understand historical data, forecast trends, and assess potential impacts. Assess the data needed to perform the requested analysis and determine, understand, and ensure the quality, reliability, and accuracy of the data used. Document data analysis work (such as records examined, methodologies used, and conclusions reached) to ensure work is sufficiently and properly supported and meets the requirements of professional auditing standards.
30%	E	Assist in IOAI risk assessment, audit planning, and continuous auditing activities, such as sample sections, data mining, analytics, and data cleansing. Assist IOAI in its audits and investigations as needed. Properly handle data that has confidential information and refrain from disclosing that information to others. Learn and understand Caltrans data and systems and how they relate to data needs of IOAI.
10%	E	Participates in committees and other meetings as needed. Attend trainings and/or conferences on business intelligence and/or data analytics to ensure ongoing education and knowledge of trends in the industry.
10%	M	Perform other duties and special projects as required to support the Business Intelligence Unit and IOAI.

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 is a non-supervisory position. This position may provide guidance to or lead teams working in or with the Business Intelligence Unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Professional Audit Standards; Audit Methodology; Data analysis methods; trend analysis; business intelligence software; basic math, algebra, and statistics. Ability to research, gather, compile, and analyze structured and unstructured data. Communicate and write effectively. Ability to safely and appropriately handle and protect confidential information.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for analyzing data and creating user-friendly visual displays of that data to assist IOAI, Caltrans, and the public understand the meaning of the data. Errors in processing and visualizing the data could have major impacts to the perceptions and decisions made based on that data. Inaccurate information could result in missed leads for audits and investigations, incorrect assumptions and conclusions drawn for audits and investigations, and inaccurate reporting to Caltrans and the public.

PUBLIC AND INTERNAL CONTACTS

The position has regular contact with all levels of internal staff and external partners. Works with data owners and related program areas in order to understand the data.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time using a laptop, video display monitor(s), cell phone, keyboard, and mouse. The work may occasionally require bending, kneeling, and lifting up to 15 pounds. The incumbent may need to stand for long periods of time while presenting or facilitating. Requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice. The incumbent must be able to interact in a diverse workforce environment and work together in a cooperative and collaborative manner. The incumbent must comply with professional standards of conduct and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. IOAI 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, 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

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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
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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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POSITION DUTY STATEMENT

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CLASSIFICATION TITLE Staff Svcs Mgmt Auditor	OFFICE/BRANCH/SECTION Independent Office of Audits and Investigations	
WORKING TITLE Staff Services Management Auditor	POSITION NUMBER 900-097-5841-XXX	REVISION DATE 10/15/2026

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

GENERAL STATEMENT:

Under the close supervision of the Business Intelligence (BI) Supervisor with the Independent Office of Audits and Investigations (IOAI), the incumbent will assist in performing data analysis, technical research, and statistical work utilizing disparate data sources to identify data trends, anomalies, and outliers. Additionally, the incumbent will use data analytics and visualization software to assist in developing reports that will be presented to internal and external stakeholders.

CORE COMPETENCIES:

As a Staff Svcs Mgmt Auditor, 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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- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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, Equity, Employee Excellence - Collaboration, Innovation, Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- 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. (Safety, Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
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- 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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
50%	E	Use data analytics, visualization, and business intelligence software (such as Power BI, Tableau, Tableau Prep, etc.) to assist in developing high quality, meaningful, and reliable data reports, visualizations, and dashboards. Assist in periodically updating dashboards to ensure the data is accurate and timely. Assist in analyzing data to ensure the quality, reliability, and accuracy of the data used.
20%	E	Assist in documenting data analysis work (such as records examined, methodologies used, and conclusions reached) to ensure work is sufficiently and properly supported and meets the requirements of professional auditing standards. Review program data from a variety of sources. Properly handle data that has confidential information and refrain from disclosing that information to others.

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20%	E	Attend trainings on business intelligence and/or data analytics to ensure ongoing education and knowledge of trends in the industry. Participate in IOAI committees and other meetings as needed. Prepares the agenda and minutes for various BI Unit meetings.
10%	M	Perform other duties and special projects as required to support the Business Intelligence Unit and IOAI.

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 is a non-supervisory position. This position may collaborate with teams working in or with the Business Intelligence Unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Basic math, algebra, and statistics. Ability to research, gather, compile, and analyze structured and unstructured data. Communicate and write effectively. Ability to safely and appropriately handle and protect confidential information.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Assist in analyzing data and creating user-friendly visual displays of that data to assist IOAI, Caltrans, and the public understand the meaning of the data. Errors in processing and visualizing the data could have major impacts to the perceptions and decisions made based on that data. Inaccurate information could result in missed leads for audits and investigations, incorrect assumptions and conclusions drawn for audits and investigations, and inaccurate reporting to Caltrans and the public.

PUBLIC AND INTERNAL CONTACTS

The position has regular contact with all levels of internal staff and external partners. Works with data owners and related program areas in order to understand the data.

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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
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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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