STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	WPVP Program Analyst / Investigator	
WORKING TITLE	POSITION NUMBER	REVISION DATE
WPVP Program Analyst	913-660-5393-918	07/10/2026

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 Branch Chief, the Analyst II supports the Workplace Violence Prevention Unit by conducting investigations of unwarranted workplace violence cases, administering and continuously improving the Department's statewide self-led online training, managing learning management system operations, and developing program resources and communications. The incumbent delivers training as needed, creates supplementary materials, and collaborates on process improvements and special projects, ensuring all activities align with departmental policies and regulatory requirements.

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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Responsible for conducting investigations of unwarranted workplace violence cases, maintaining and updating the Department's statewide self-led online workplace violence prevention training, serving as the CT Learns administrator for the Workplace Violence Prevention program, and developing program resources and statewide communications.
25%	E	Responsible for all updates, revisions, and continuous maintenance of the Department's statewide self-led, asynchronous online workplace violence prevention training. Ensures training content remains current, accurate, and compliant with regulatory requirements and departmental policy; incorporates lessons learned, stakeholder feedback, and evaluation data; develops and maintains in-house evaluation methods; and provides recommendations for continuous improvement of the training program.
15%	E	Serves as the CT Learns administrator for the Workplace Violence Prevention program. Duties include building and maintaining course offerings, managing enrollments and assignments, submitting and canceling training requests and records, monitoring and reporting statewide completion data, troubleshooting learner and system issues, and coordinating with the Learning Management System support teams as needed.
15%	E	Develops resources in support of the Workplace Violence Prevention program, including one to two (1–2) manager resources per month and one (1) supplementary tailgate resource per quarter. Maintains a library of recommended training and video resources and ensures materials are accessible, accurate, and aligned with program objectives.
10%	M	Drafts statewide communications as requested. This includes communicating with staff statewide both verbally and in written form, including supervisors, managers, and executive staff, and developing marketing and outreach materials, brochures, and newsletters that promote and advocate for the Office. Additionally, the incumbent will provide assistance and perform a variety of complex and confidential duties as it relates to the office. Deliver training and T4T sessions to rank and file maintenance staff as needed
5%	M	Develops supplementary resources and content as extra time allows. Develops recommendations for process improvements; participates in cross functional work groups and/or teams on special projects; and responds to customer needs in a timely manner, including resolving problems and providing guided solutions. Additionally, the incumbent will provide assistance and perform a variety of complex and confidential duties as it relates to the office

[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

None.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be familiar with the Department's mission, vision, goals and organization structure. Knowledge of investigative and analytical techniques, adult learning principles, instructional design for asynchronous online training, learning management system administration, effective communication, and organization. Ability to reason logically, creatively, and utilize a variety of analytical techniques to resolve issues, organize and set priorities, work independently, present ideas and information effectively both verbally and in writing. Gain and maintain the confidence and cooperation of those contacted during the course of work. Exercise a high degree of professionalism, diplomacy, initiative, and independence. Establish and maintain cooperative and positive work relationships, a demonstrated interest in assuming increasing responsibility, mature judgment, and discretion. Must be able to handle sensitive and confidential case information with discretion.

Be familiar with the functions of the Department of Industrial Relations, Cal/OSHA Standards and Advisory Boards. Possession of a working knowledge of Title 8, California Code of Regulations, and Labor Code section 6401.9 (SB 553). Have the ability to apply this knowledge to departmental operations and to analyze the impact of decisions on the Department as a whole while ensuring the safety and health of employees.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or inadequacies in investigative findings, recommendations, and decisions could result in employee health and safety consequences. Failure to correctly disseminate accurate information, maintain current training content, or implement current safety standards or processes may contribute to incidents with potential death or injury as a result; can also increase workers' compensation costs and expose the Department to citations, criminal prosecution, and civil lawsuits.

PUBLIC AND INTERNAL CONTACTS

Must be able to develop and maintain cooperative relationships, behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to multi-task, meet deadlines, adjust to changing priorities, and work under pressure. Ability to manage sensitive and emotionally charged case material with professionalism and composure. Daily use of the personal computer and related software applications at a workstation, and use of office machinery.

WORK ENVIRONMENT

Work is performed primarily in an office and/or approved telework setting. Occasional travel may be required in support of investigations or program activities.

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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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