STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst III	District 56/Office of Homelessness and Encampments/Maintena	
WORKING TITLE	POSITION NUMBER	REVISION DATE
CERT Assistant Trainer/Data Quality Control	913-600-5402-918	10/22/2026

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 Deputy Division Chief, the Analyst III will collaborate with the Senior Transportation Engineer and GIS Manager, and provide leadership for the development and continuous improvement of people, processes, and technology to support the Caltrans Encampment Report Tool (CERT). The incumbent also supports the oversight of the Caltrans Encampment Cleanup Crew (CECC) program by monitoring operational outputs, tracking and anomalies, documenting program benefits and accomplishments, and ensuring crew members meet all required training and safety compliance standards. The incumbent delivers in person trainings, enhances communication and data sharing among program partners, and is responsible for managing quality assurance and quality control across all 12 districts, and reporting outcomes to the Deputy Division Chief.

CORE COMPETENCIES:

As an Analyst III , 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. (Prosperity, Employee Excellence - Innovation)
- **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 - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity, Employee Excellence - Collaboration, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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, Employee Excellence - Equity, Innovation, 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, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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30%	E	The employee develops supporting materials and training tools to ensure District Encampment Coordinators (DECs) have all necessary CERT and GIS resources to increase productivity and reduce lag time between encampment removal and reporting. In addition, the employee provides Quality Control and Quality Assurance assessments of CERT users and data collection efficiencies, establishes system performance standards, and implements monitoring protocols to ensure data integrity and compliance with IT security requirements. The employee evaluates staff performance by informally reviewing work output, maintaining productivity records, conducting regular assessments, and facilitating problem solving efforts within the unit. The role includes briefing the Deputy Division Chief on key results, challenges, and required improvements, and keeping senior management informed of personnel or procedural issues; and preparing and submitting related reports promptly. The employee ensures continuous process improvement across functions and promotes adherence to all department policies, procedures, and reporting standards.
30%	E	The employee supports the management and oversight of the Caltrans Encampment Cleanup Crew (CECC) program by monitoring field activities, evaluating production outcomes, and documenting operational benefits achieved through the transition from contractor only hazardous materials removal to the use of Caltrans trained encampment response crews. Responsibilities include tracking crew deployment across participating districts, compiling reports on workload efficiencies, contractor work-hour savings, and increased encampment removal capacity made possible by CECC operations. The employee develops and maintains a comprehensive reporting framework to capture CECC accomplishments, including reductions in delays caused by contractor disputes, enhanced safety through proper training and PPE, and program cost avoidance resulting from improved oversight and compliance practices. Additionally, the employee is responsible for designing, implementing, and managing a training tracking system to ensure all CECC members maintain current and required certifications, vaccinations, hazmat training, and participation in two-day training events. This includes regularly auditing staff records, identifying gaps, and scheduling outstanding training to ensure full readiness for encampment cleanup operations statewide.
20%	E	Conducts analysis and writes reports related to CERT use and best practices to maintain operational readiness and to be continuously prepared for future technologies and operational capacity needs as they relate to CERT. Shares those reports with the Encampment Mitigation Coordinator, Sr. Transportation Engineer, and GIS Manager, as well as the Deputy Division Chief. Supports forward looking improvements to CERT, including improved narrative storytelling of encampment conditions, enhanced communication with partners, and reduction of communication barriers across all Caltrans Districts.
15%	E	The employee is responsible for managing and overseeing user accounts and system activity in ArcGIS Online (AGO), including processing new account requests, creating users and allocating credits, deleting inactive accounts, monitoring system limits and activity, and repurposing accounts as needed. The role ensures new users are fully onboarded into CERT by assisting with account setup, connecting them to CERT applications, updating change logs, running automation scripts, exporting activity reports, and leading training, presentations, and the District CERT Train the Trainer training sessions, presentations, and the District CERT Train-the-Trainer program.
5%	M	Develops and maintains working partnerships and joint activities with internal and external partners on maintenance-related issues. Completes special assignments as needed. May attend or conduct meetings on behalf of the Office Chief of Strategic Management.

[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. The incumbent may function as a lead on complex assignments, organize the work of peers, or oversee special assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation asset management, maintenance and strategic planning; sources of funding transportation programs; the department's budgeting process, the state budget cycle, and the state

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legislative process. The incumbent must reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; gather, compile, analyze, and interpret data and 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; review and edit written reports, utilize interdisciplinary teams effectively to conduct studies; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives. The incumbent must be an effective public speaker and be able to communicate effectively with other agencies, the public, and the media. Incumbent must have the ability to work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. Must have the ability to work independently on complex projects; be proficient with personal computers and various software programs and maintain a level of professional integrity to ensure that the best interests of the division and the department are served; exercise good judgment; and establish and maintain project priorities. Must be able to organize and direct the work of a staff engaged in a variety of activities; lead multi-functional teams; and work effectively with staff at all levels of the department. Must be able to complete projects under tight time frames involving non-negotiable deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for ensuring that projects, plans, indicators, standards, and models accurately represent the division's goals and strategies. The consequence of error in carrying out these responsibilities may have a significant impact on delivery of the division throughout the state to the traveling public and movement of goods. Errors could result in a loss of credibility within the department, with control agencies, local agencies and the public. Errors could additionally result in a loss of confidence in the department's capability to carry out and meet its commitments, incur higher program and project costs, create delays in program and project completion, and cause lost funding opportunities and possible litigation. Judgment errors could result in multiple program impacts statewide. Consequences of error also includes the potential for setting inconsistent direction, erroneous measurement leading to poor resource decisions -all of which can seriously reduce program results and effectiveness of maintenance efforts statewide.

PUBLIC AND INTERNAL CONTACTS

The incumbent potentially works with maintenance executive staff, management and other multi-disciplinary staff across the division and the department and must communicate effectively on a frequent basis. External contacts may include: the California State Transportation Agency,District Deputy Director's of Maintenance, the Legislative Analysts Office, other state Departments of Transportation. May also interact with other state, local and national agencies to identify best practices in operational and system performance evaluation for maintenance activities. The incumbent must be able to interact effectively and work cooperatively with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a computer, keyboard and, mouse. The incumbent must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice while effectively dealing with pressure and maintaining focus. The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

At their base of operation, the incumbent 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. This position requires occasional off site work, and must be able to travel to off site work locations which can include remote maintenance stations, district offices, and other locations not easily accesible by transit. It also requires occasional lifting of up to 25 pounds without assistance. Bending, stooping, and pulling may be required within normal course of performing some of the responsibilities associated with the position.

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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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