STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	08-603 MAINTENANCE SUPPORT (EFIS # 2340)	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Maintenance Training Administrative Support	908-603-5393-XXX	08/03/2026

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 a Caltrans Maintenance Area Superintendent, the Analyst II will serve as the Maintenance Support Administrative Support for Training Contracts and Training Support. The Analyst II (A II) provides technical expertise in a wide variety of administrative activities. Will work individually and as a team player. The A II will be expected to consistently exercise a high degree of initiative, and originality in performing the assigned tasks. The incumbent is a valued member of the District (D8) Emergency Operations Center (EOC). A Valid Class "C" Driver's License is required. Duties include but are not limited to:

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Assists D8 Maintenance Training Administrator and work in conjunction with D8 Maintenance Training. Will be a training contact for the D8 Maintenance Division. Will assist in identifying training needs, coordinate logistical requirements of classes; both in the classroom and in the filed, coordinate with other local districts for efficient use of Headquarters training personnel when they travel to southern California; coordinates the travel needs for D8 Maintenance rank and file personnel. Works with Headquarters training program and Division staff to asses and develop the D8 Maintenance training plans. Maintains complete training records for each Maintenance employee in the Learning and Development System (LMS). Will be responsible for creating, tracking and implementing a comprehensive training program that will encompass training needs of maintenance personnel. Ensures all employees are scheduled for mandatory Learning and Development training at the appropriate time. Reviews Maintenance employee's training records. Works directly with each employee's first line supervisor and analyze all available data, including the first line supervisor's recommendations, determines the type of course/class(es) for each employee. Assists the D8 Maintenance Training Administrator with On-boarding and by reviewing courses/ classes and any additional cost such as travel and per diem; and also considers other options such as alternative course/class(es). Reviews and authorized all training plans submitted by employees for upward mobility and reimbursement. Coordinates the D8 Maintenance Mentoring Program by providing guidance to employees to pair them with a mentor in their training field. Researches, locates and reserves appropriate training facilities; negotiates with instructors and contractors to ensure availability and to set up training schedules. Researches, locates, reviews, authorizes and purchases training materials; administers contracts as necessary, processes pay documents for contractors, instructors and training facilities and materials. Responsible for developing and tracking the training budget for future needs and costs of training facilities, equipment, supplies and services, as needed.
15%	E	Attends trainer training courses to assist the D8 Maintenance Training Administrator with training district trainers in various work related disciplines. Ensures that all trainers are providing quality training materials by reviewing their materials ahead of time, attends training classes and reviews student feedback. Then compiles student feedback and analyzes areas of improvement and recommend changes to management. In the absence of a training instructor, may be an alternate and/or backup instructor, if needed. Responsible for administering the Maintenance and Landscape Correspondence Courses, including test scoring, issuing certificates and processing employees through the course.
15%	E	Assist the Maintenance Training Administrator, Field Management, Safety Officer and various other staff such as Material and Equipment Managers, Integrated Maintenance Management System (IMMS) Coordinator and the Maintenance Budget Officer in developing the institute job specific training courses. When requested by Management, assists in reviewing employee's performance reports and recommend additional or alternate training. Provides functional review when requested for the D8 Training Maintenance Administrator and Maintenance Safety Officer by researching and compiling safety reports based on accident and injury trends after safety training. Determines if training programs are successful and where more emphasis may be needed. Makes necessary recommendations to management. Assist in scheduling and facilitating the monthly Maintenance Support Safety/Staff Meeting.
15%	E	Will organize, process and manage the contract initiation, solicitation, documentation and management for various Contracts including Administration Contracts and Computer Training Service Contracts. Responsible for imputing and monitoring contracts, purchase orders, VISA purchases, flight expenditures, airline expenditures and other miscellaneous expenditures charged to the Maintenance Support unit. Assists with records retention by maintaining and ensuring the unit follows the records retention policy and schedule, and ensures file/records are readily accessible.
5%	M	Is a valued member of the D8 Emergency Operations Center and may be required to report to the D8 EOC or the back up EOC when it is activated in the even of an emergency and/or natural disaster and fulfill one of the staff assignments. Will participate in emergency drills and training. Will work with other Caltrans divisions, as well as city, county, state law enforcement and emergency services agencies.
5%	M	Assist the Maintenance Support and Budgets clerical staff as needed. Perform other region administrative duties, as needed. Performs 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 has no supervisory duties over others.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the principles and methods of public and business administration including organization, fiscal and personnel management, training, purchasing and administrative analysis. Must have knowledge of a variety of analytical techniques needed to resolve complex administrative or governmental problems. Requires the ability to use a variety of analytical techniques to resolve complex administrative or governmental problems, conduct administrative research, reason logically and creatively, and present conclusions in a clear and concise manner. Requires knowledge of the principles and methods of training, and the requirements and goals of the Maintenance training program.

Must be able to consult with and advise administrators and other interested parties on subject matter within the area of assignment, and develop and implement new and revised methods and procedures. Must be able to establish and maintain cooperative working relationships, coordinate the work of others, and act as a team or conference leader. This is an autonomous position and the incumbent must be able to work with a vary high degree of independence. Must have knowledge of the purchasing and service contracts. Requires knowledge of modern office methods, forms and equipment; public information channels and methods; computer applications such as Word, Excel, and PowerPoint; and purpose, organization, policies, procedures and functions of the Department of Transportation.

Requires extensive knowledge of the principles and methods of highway maintenance practices; methods and processes of evaluating the condition of the inventory; priorities and direction of District and Headquarters' Management; materials and equipment necessary to accomplish the Division's mission and goals; and budget preparations, monitoring and reconciliation. Must have knowledge of Emergency Operations, Standardized Emergency Management System (SEMS), national Incident Management System (NIMS) and EOC procedures. Must have knowledge of Maintenance Equipment Qualification program. has no supervisory duties over others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a custodian/administrator of several contracts and must act responsibly to preserve and protect the State's assets. is solely responsible for decisions for the entire Maintenance training program. Will also be responsible to make sound judgment regarding the Maintenance Performance Contract. Errors in judgment in these areas could affect required and necessary maintenance work from going undone or funds being directed to projects with less than critical importance, waste taxpayer money and cause embarrassment to the District.

Responsible for decisions of the efficiency and effectiveness of the Maintenance Training Program Administration. As the administrator/ custodian for several contracts, the incumbent is responsible for preserving and protecting the State's assets. Decisions must be thoroughly considered, as they will affect the safety of the Maintenance workforce and the traveling public. Poor decisions or actions could have broad implications involving employee morale, confidence, monetary loss and embarrassment for the Department.

PUBLIC AND INTERNAL CONTACTS

Has frequent and regular contact with Maintenance field employees, supervisors, management and staff at the district Office and Headquarter levels. Will have extensive contact with the public and various local government and public interest groups in the course of duties. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Required to sit for long periods of time using a keyboard, mouse and monitor. Must be able to perform fine manipulation, occasionally stand for long periods, and move heavy objects such as projectors, TV/DVD combos and boxes/cartons of training materials. Will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meeting and on the telephone. Will be required to travel regularly throughout the District and on occasion to places through the Sate. Must be emotionally stable and be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines.

WORK ENVIRONMENT

Works primarily in an office environment with climate control and artificial lighting. Will be required to sit for long periods of time using a video terminal display and a keyboard. Will travel extensively in the District and as needed to Headquarters. Will be called upon to work in the Emergency Operations Center during natural or man-made disasters.

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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses

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to the Headquarters 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

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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