STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	D2/Mtce & Operations/ITS Engineering & Support	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Assistant ITS Program Coordinator	902-602-5393-XXX	11/02/2026

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 Senior Transportation Electrical Engineer of the Office of Intelligent Transportation Systems (ITS) Engineering and Support, the incumbent independently plans, organizes and performs a variety of complex technical and analytical administrative activities. These activities include: managing the acquisition, receiving, testing, tracking, storing and distribution of technical Transportation Management (TMS)/Transportation Management Center (TMC) monitoring, measuring and communications equipment; analyzing State Furnished Materials needs for various projects; monitoring and verification of project budgets; analyzing and tracking project support resources and managing and monitoring inventory control systems.

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, Prosperity - 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, Prosperity, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Prosperity, Employee Excellence - 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, Prosperity, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, 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, Prosperity, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - 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. (Safety, Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Manages the acquisition and procurement of TMC/TMS technical, monitoring, measuring and communications equipment as State Furnished Materials (SFM) for capital construction projects, purchase and install minor program projects, Traffic Operations System Network (TOSNET) maintenance projects and traffic TMS support projects. Analyzes, interprets and follows proper procurement rules, including Cal-Card and EFIS requirements, to ensure acquisition of critical program supplies and materials. Coordinate with engineers in applying specifications to develop equipment and materials procurement documents. Analyzes and monitors complex equipment purchases and associated project budgets. Activities include database monitoring and updating, order status monitoring, receipt notification, managing temporary storage and field distribution. Manages standard equipments, parts and materials inventory for the Office of ITS Engineering and Support. This includes periodic review and tracking of in-stock materials inventory and initiating action when necessary to ensure proper program resources are maintained. Operate a personal computer as required. Utilizes complex administrative databases and software as required.
25%	E	Manages, initiates, and executes service contracts for critical TMC/TMS technical, monitoring, measuring and communications equipment. Analyzes, interprets and follows proper procurement rules, including Cal-Card and EFIS requirements, to ensure acquisition of critical program contracts and services. Responsibilities include analyzing equipment maintenance needs, scheduling equipment service dates to ensure preventative maintenance is coordinated according to manufacturer recommendations and industry best practices, and coordinates with engineers in applying specifications to develop equipment service contract documents. Activities include database monitoring and updating, order status monitoring, receipt notification, managing temporary storage and field distribution.
20%	E	Monitors and tracks ITS unit resources for capital construction projects, purchases and installs minor program projects, TOSNET maintenance projects and traffic TMS support projects. Reviews and analyzes project budgets and expenditures to alert ITS Unit Chief to schedule, resource or other deficiencies that may jeopardize delivery. Utilizes complex software and databases (Project Focus, Project Resource and Schedule Management (PRSM), EFIS, Filemaker Pro) to analyze and verify project metrics and generate reports to monitor resources, costs and schedules.
10%	E	Responsible for organizing, monitoring and documenting the District's ITS field inventory. Manages ITS unit's deployment of procured TMC/TMS technical, monitoring, measuring and communications equipment to ensure appropriate field equipment identification and location monitoring. Analyzes inventory control processes and procedures, makes recommendations for improvement. Works with Division of Maintenance to ensure effective communication of inventory data.
5%	E	Attends safety meetings and complies with Departmental policies and procedures. Communicates effectively with supervisors and managers.
5%	M	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
None; may act as lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the following: principles and practices of business management and fiscal management; principles and practices of administrative analysis and budgetary procedures; administrative and office productivity software and their use; Caltrans purchasing processes and procedures; inventory control processes and procedures; District programs and functional organization; TMS technical equipment jargon and acronyms; an overview of Intelligent Transportation Systems (ITS) and their applications within the state highway system; an overview of the methods and equipment used in construction, operation and maintenance of transportation facilities; basic math for data reduction and calculations; computers and their use; the Department's safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices and Safety Manual; Caltrans Injury and Illness Prevention Program; Department Policies and Procedures.
The ability to: operate personal computers and software, posses modern office skills; demonstrate the ability to work independently, use sound judgment and make decisions with little direct supervision; effectively identify and analyze problems, evaluate information from regulations, district and departmental policies and make recommendations for correction; effectively apply organizational skills and technical analytical skills to develop and monitor internal processes and procedures necessary for proper project oversight; evaluate difficult and complex technical equipment lists and spreadsheets and effect procurement;

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analyze situations and materials accurately and take effective action; work cooperatively and effectively with other office staff and demonstrate proper public contact etiquette; organize data and information in a logical manner, provide concise and effective reports; understand a complex workload, set priorities and meet deadlines; evaluate situations and take effective action based upon accurate understanding of departmental policies and procedures and understanding of roles and responsibilities within the District and the Traffic Division; clearly and quickly communicate both verbally and in writing, with the ability to write rapidly and legibly (i.e., correct punctuation, spelling and grammar); analyze situations accurately and take effective action; communicate effectively orally and in writing; report the status of work and the completed results; prepare correspondence and detailed reports. Excellent writing skills required.

Special Personal Characteristics: manage time efficiently; well organized; demonstrated commitment to continuous improvement in the District's ITS infrastructure; commitment to being available for after hours via use of personal communication devices such as pagers and cellular phones; customer focus.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. Errors in judgement, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee moral and affect the ability of Caltrans to deliver its work program on schedule.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to clearly communicate by phone, email and in writing with vendors, manufacturers, the general public, local agencies, other state agencies, contractors and various units in the district and headquarters in a professional manner. Incumbent must be able to respond to inquiries and provide accurate and factual information, must be able to deal effectively with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to use personal computers, telephones and multiple keyboards for long periods of time. This position is required working normal weekday work hours. The incumbent is required to sustain mental activity needed for generating and tracking procurement documents, report writing, problem solving, researching, analysis, reasoning, and participating in meetings. Ability to function rationally and remain professional while communicating and coordinating with others under various conditions. This position is required to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

At their base of operations, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, and storage areas. Incumbent will be occasionally exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

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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) Jeremiah Pearce	
SUPERVISOR (Signature)	DATE

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