STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst III	Director's Office of Equity & Tribal Affairs	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Tribal Special Projects Lead Analyst	900-074-5402-XXX	10/26/2026

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 Senior Advisor of Tribal Affairs within the Director's Office of Equity and Tribal Affairs, the Analyst III, Tribal Special Projects Lead Analyst, independently performs the most complex analytical, policy, and project coordination assignments supporting the implementation of Assembly Bill (AB) 776 and other tribal transportation initiatives. The incumbent will serve as the department's lead technical analyst on assigned Tribal Affairs Office projects, providing expert analysis, strategic recommendations, technical assistance, and coordination among Tribal Governments, Caltrans district staff, local agencies, state and federal partners, and consultants. The Tribal Special Projects Lead will work in and with tribal communities and will support work in Districts 7 and 8, including the coordination with Tribes in Los Angeles, Ventura, San Bernardino, and Riverside Counties.

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. (Employee Excellence - Equity, Innovation, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Equity, Innovation, People First)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Climate Action - Equity, Integrity, People First)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity - Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity - Collaboration, Equity, Integrity, Pride)
- **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. (Equity - Collaboration, Equity, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Equity - Innovation, Integrity)

TYPICAL DUTIES:

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

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30%	E	Lead the implementation of AB 776 through complex policy analysis, project management, stakeholder coordination, tribal consultation support, performance tracking, and executive reporting. Coordinate with Caltrans leadership, District 7 and District 8 staff, and Native American Liaisons, federally recognized and non-federally recognized California Native American Tribes, county governments, state entities, and local jurisdictions to plan and implement government-to-government Tribal consultations, convene summits and workshops, and facilitate consensus-building and follow-up on agreed upon action items. Serve as the project manager on special projects, including coordinating with Caltrans Districts 7 and 8, the Native American Heritage Commission, the California Advisory Committee on Geographic Names, county governments in Los Angeles and San Bernardino Counties, and both federally recognized and non-federally recognized California Native American Tribes, to identify suitable locations for tribal heritage signage along Route 210 and advance related initiatives. Collaborate with consultants, tribal governments, and other stakeholders to develop briefing materials, gather input, promote transparency and consensus building, and support informed decision-making throughout project implementation. Maintain an internal consultation tracker to document activities and ensure timely responses and completion of next steps. Coordinate meetings with all partners to work towards ensuring mutual agreement for tribal heritage signage. Maintain a system for gathering data, tracking, and reporting on all ongoing consultations and tribal engagement efforts. Prepare reports and updates for Caltrans leadership, legislators, and tribal partners on AB 776 implementation progress and other initiatives as assigned. Prepare leadership briefing materials for tribal consultations on issues that may affect the department, incorporating Tribal Nations' input to inform the development of Caltrans policies and procedures that address the needs of both the Department and its Tribal government partners.
20%	E	Analyze, administer, and monitor consultant contracts, including contracts for facilitating Tribal meetings or work groups; evaluate deliverables, budgets and compliance, ensuring compliance with state regulations and Caltrans policies. Establish clear project objectives to ensure alignment with tribal interests, foster effective communication between parties, and provide recommendations for corrective action.
20%	E	Research, analyze, and prepare executive correspondence, issue papers, legislative analyses, reports, presentations, fact sheets, and briefing materials. Assist with planning meetings with Tribal Governments and organize Tribal summits and Native American Heritage Month activities. As needed, develop systems to track engagement and ensure follow-up with Tribal leaders and staff.
15%	E	Prepare complex correspondence, informational reports, issue memos, analyses, special assignments, and other written documents, especially as they relate to Southern California Tribes and policy. Collaborate with and provide technical assistance to Districts 7 and 8, external agencies, Tribal Governments, and other units within the Department on Native American issues.
10%	E	Provide technical consultation to Tribal Governments, Caltrans programs, and partner agencies on policy, procedures, and project implementation; . Provide guidance and support to Caltrans programs and contractors to enhance their effectiveness in engaging with tribal leaders and communities. Address any challenges that arise and provide feedback to ensure that decision-making frameworks respect tribal sovereignty and cultural considerations.
5%	M	Support department-wide tribal initiatives, advisory committees, summits, and special assignments. Perform 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 is a non-supervisory position. The Analyst III functions as a lead analyst and technical expert, providing project leadership, technical guidance, and coordination to multidisciplinary teams, consultants, and stakeholders without formal supervisory authority.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Advanced knowledge of public policy analysis, project management, contract administration, tribal consultation principles, California Native American Tribal cultures and issues (especially Southern CA Tribes), analytical methods, written and oral communication, facilitation, and strategic planning. Knowledge of current Native American legislation.

Ability to work cooperatively with Tribal Governments; Caltrans staff; federal, state, regional agencies, and local agencies; and other partners/stakeholders. Previous experience working with Tribes, Native American issues, and contracts is desirable, including experience in facilitation and/or tribal consultation.

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Ability to independently analyze complex issues, develop recommendations, build collaborative relationships, and prepare executive-level products. Ability to analyze situations accurately and develop an effective course of action. Ability to represent the Department with internal and external partners and maintain cooperative relationships with individuals and organizations in the daily conduct of business. Must be able to work successfully both independently and as part of a team; to carry out assignments expeditiously and completely; to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Analyst III is responsible for providing sound analytical recommendations that impact departmental decisions, legislative implementation, and relationships with Tribal Governments. Also responsible for supporting compliance with Caltrans Director's Policy on working with Tribal Governments and Native American community members. Errors could adversely affect project delivery, departmental credibility, and relationships with Tribal Nations and community members.

PUBLIC AND INTERNAL CONTACTS

The Analyst III must maintain an effective professional working relationships with individuals from Caltrans, regional and federal agencies, and Tribal Governments/Native American community members. The Analyst III should be able to interact effectively with administrators, Federal Highway Administration and Bureau of Indian Affair officials, and Native American tribal chairpersons. The Analyst III should also be able to understand and communicate with Native American communities and to establish and maintain a high degree of credibility with each community.

Contact with Native American tribes, Native American organizations, Native American community members, District and Headquarters functional units; local and regional agencies; consultants; other State and Federal agencies; the media; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus, be persistent, and foster a positive outlook and encourage team morale even in challenging situations. This position requires patience, cultural humility, and the ability to deal with a high volume of requests from a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice.

Must be able to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a personal computer.

WORK ENVIRONMENT

The Analyst III works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.
While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. The Analyst III will be expected to work in office as well as by telework. The Analyst III will be required to travel in State to meet with Caltrans Districts staff, California Native American Tribes, and other partners as necessary. Out-of-State travel may be occasionally necessary.

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.

The Analyst III may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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