STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Division of Project Management / PDPD Office / PDeU	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Training Analyst	913-016-5393-038	10/02/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under direction of the Supervisor I the incumbent Training Analyst will support Project Management training. This Project Management training is part of the Department's statewide Project Delivery Professional Development plan.

The incumbent will consult with managers and supervisors to identify training needs, provide creative solutions to address individual and department-wide training issues, and provide training services that will continuously enhance the skills and abilities of the Department's Project Managers in the most cost-effective and efficient methods. Additionally, the incumbent will perform administrative duties including, but not limited to, writing and managing Project Delivery Professional Development contracts, and other training development tasks.

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. (Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Innovation, 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. (Employee Excellence - Innovation, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, 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. (Employee Excellence - Innovation, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Equity, Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

35%	E	Provide administrative support for professional and other membership programs germane to Project Delivery. Which can include reviewing invoices and Travel Expense Claims (TEC), and using software programs including but not limited to Microsoft Office and Access. Monitor, manage, and track the processing of invoices and TECs. Monitor, review, and analyze allocated budget items to ensure sufficient funding is available. Prepare and send correspondence to internal and external customers as necessary for programmatic needs. Provide customer service to customers regarding professional and other relevant programs.
20%	E	Design, develop, and implement competency-based, interactive eLearning solutions which include, but are not limited to: collaborating with subject matter experts and others to identify training needs and develop course objectives; identifying instructional design strategies to address performance-based training problems; using computer applications such as Adobe Captivate, Articulate 360, Audacity, Camtasia, Webex, and other industry standard eLearning software to develop instructional programs and content which may include presentations, online courses, voiceovers, webinars, or teleconferences; evaluating a program's effectiveness to determine where improvements may be required and making revisions as needed; and creating technical documentation to support eLearning processes and functionality.
15%	E	Administration of the Learning Management System (LMS) for attendee reporting codes. Supports Project Delivery eLearning classes by enrolling and closing sessions for students based on supervisory approval and class completion status. Reviews training data in Staff Central and CTLearns to ensure accurate and comparable data. Serves as functional administrator for PDPD related aspects of Caltrans' Learning Management System (LMS) and CTLearns. Create reports for ad-hoc projects.
10%	E	Design, develop, deliver, facilitate, collaborate, and coordinate instructor led training and virtual instructor led training designed to meet the identified statewide department training needs, which includes, but is not limited to: collaborating with subject matter experts and others to identify training needs and develop course objectives; identifying instructional design strategies to address performance-based training problems; using computer applications to develop instructional materials which may include instructor guides, participant workbooks, and PowerPoint presentations; and evaluate a program's effectiveness.
10%	E	Develop and write detailed scope of work for contracts and task orders in conjunction with Course Managers, Subject Matter Experts, and others. Manage contracts and/or assist other Contract Managers in reviewing, coordinating, and monitoring contract development processes to ensure conformance to existing Division of Procurement and Contracts (DPAC) policies, procedures, and standards. Duties include responsibilities listed in the DPAC Contract Manager's Handbook, which include the following: preparing procurement package requests, solicitations, authorization to start/stop work, contract termination, amendments and renewals, monitor contractor performance, review, approve and submit invoices, ensure encumbrances have not expired, maintain records of all activities and close out of contracts.
10%	M	Create PDPD related newsletters, catalogs, and training reports. Coordinate with multiple Caltrans Divisions on LMS improvements. Conduct surveys to assist PDPD statewide needs. Follow-up on class evaluations to make ongoing improvements and assert completion. Update the Division intranet in accordance with Americans with Disabilities Act (ADA) standards. Perform ad-hoc projects and reports that arise for various PD Divisions needs.

[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 does not supervise others, but occasionally may act in a lead capacity; may also lead special training projects or task forces.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of contemporary training principles, techniques, and methods which includes, but is not limited to: adult learning; instructional design, eLearning development and trends; classroom training delivery; effective training and presentations; computer-based technology, training evaluation, and effective visual and written communication.

Ability to develop, coordinate, and evaluate training programs; propose and develop effective eLearning solutions; develop and deliver instructor led training, virtual instructor led training, and asynchronous training; identify training issues; research training resources; analyze training data, and communicate and facilitate effectively; possess excellent customer service skills, complete projects in a timely manner using effective project management skills; set priorities; meet critical deadlines, and manage eLearning files.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

Knowledge of graphic design principles and techniques, that include, but are not limited to: elements of design such as: line, shape, texture, space, size, value, and color; principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale; page layout, color theory, and typography; principles of graphic tools and equipment; graphic design software applications; procedures for creating traditional and/or electronic files for output for single and multicolor publication.

Knowledge of Americans with Disabilities Act (ADA) statutes for various publications and training resources, which include, but are not limited to: HTML coding, web page design and development, current standards and trends for virtual delivery. Knowledge of Division of Procurement and Contracts (DPAC) contract procurement and administration policies and procedures. Personal characteristics include strong written and verbal communication skills, professionalism, motivation, visual acuity, and creative and technical ability.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper recommendations or decisions may have the following consequences: negatively impact the PDPD Office's mission to provide "expert guidance and services through people, process, and tools to support Caltrans in efficiently delivering projects"; misuse of training resources; inappropriate or inadequate training for employees to perform their jobs; and not providing quality customer service.

PUBLIC AND INTERNAL CONTACTS

May work with internal contacts at all levels, including rank and file employees, supervisors, and senior executives, for a variety of reasons including to: discuss course offerings, manage programs, identify training needs and possible solutions. Also may include external contacts with training consultants, external agencies, and experts in the professional or technical areas on training and development issues. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and computer monitor; move training equipment, materials, and supplies; and stand for long periods of time while conducting training classes. Must be self motivated and able to manage/ prioritize assignments to meet deadlines. Must be able to multi-task; adapt to changes in priorities; complete tasks or projects with short notice; sustain mental activity needed for curriculum design and development and other training-related analytical work; and understand the alignment between the Project Delivery Professional Development's mission and vision and the Department's mission, vision, goals, and values. Must be able to deliver training independently or with a co-trainer, based upon the office need, while using existing or new curriculum. Must be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; to effectively collaborate, develop, and maintain positive and cooperative working relationships with co-workers, and others; to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; to recognize emotionally charged issues or problems and acknowledge the various responses; to be tactful and treat others with respect.

WORK ENVIRONMENT

Employee will typically work in a climate-controlled environment and under artificial lighting while at the Headquarters location. Employee may be required to work in a telework environment for extended periods of time, as required. Overtime may be required when delivering training and traveling to and from a training site. Some traveling in state may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses to the headquartered location will be the responsibility of the selected candidate.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.