STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	D2/Program/Project Management/Support Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Administrator	902-100-5157-XXX	

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

GENERAL STATEMENT:

Under the general supervision of a Staff Services Manager I, incumbent performs assigned tasks to support the activities of Program/Project Management. Duties include a variety of general office work including but not limited to: purchasing using a CalCard; managing office supplies and equipment; scheduling various meetings and maintaining calendars; inventory; preparing and/or maintaining various forms, letters, spreadsheets and reports; sorting and distributing mail, organizing and maintaining files and assisting with special projects.

CORE COMPETENCIES:

As an Analyst I, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **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 - Collaboration, Innovation, Integrity, People First, 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. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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, Innovation, Integrity, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)
- **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, 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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Under guidance, serve as primary point of contact for procurement of supplies and equipment for the Program/Project Management Support Unit. Provide excellent customer service and consult with and advise managers and staff on procurement policies and procedures and provide technical analytical assistance. Incumbent procures complex commodities in compliance with the Department's Acquisition Manual and the State Administrative Manual, the State Contracting Manual, and applicable government code. Reviews, analyzes, tracks, and processes all types of purchases such as Non-IT and IT commodities, furniture, training, and other requests with various timelines and time sensitive documents at any one time. Facilitate formal and informal competitive solicitation through the appropriate acquisition methods.
25%	E	With supervision, responsible for inventory;ensure all paperwork is accurate and complete for new equipment, transfer of equipment, removal from state property, and retired equipment. Keep inventory tracking sheet accurate and up to date. Work with various personnel to verify information. Enter data in SNOW database as needed. Complete annual inventory exercise.
15%	E	Utilizing Microsoft Office, incumbent will maintain calendars and coordinate meeting room arrangements including setting up the room and sending notices and invitations.
10%	E	Prepare, process and maintain records and files on various forms for the Division. They include travel forms, personnel forms, service contracts, and other items as required, including maintaining and processing the annual records retention. Distribute mail daily and payroll checks monthly.
5%	M	Assists Project Analysts with the preparation of various documents. Schedules meetings. Assist in Title VI liaison duties. Other duties 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of: Microsoft Office and supplies and equipment. Strong written and verbal communication skills. Ability to perform complex clerical work, create clear and comprehensive reports, keep accurate records, and prepare correspondences independently. Knowledge of basic grammar, spelling, punctuation, and math. Must use good work habits such as punctuality, accuracy, and dependability. Must be proficient in accessing information from departmental computer programs such as the Internet and intranet. Must have knowledge of, and adhere to, the rules and regulations regarding property control as outlined in the State Administrative Manual. Must be able to effectively identify and analyze problems, evaluate information from regulations, departmental policies, laws and/or rules, determine its accuracy and relevance and consider the effect of such changes. Uses sound judgment to generate and evaluate alternatives and recommend solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for actions and decisions made in completing assigned tasks. Incorrect action or inaction could result in duplication of work, delay in productivity of other employees and loss of funding. Incorrect action or inaction in the property control function could slow the purchasing process resulting in errors, over-expenditure of funds, increased possibility of property loss and inappropriate disposal of assets. Failure to implement the District's DBE (Disadvantage Business Enterprise) Program in accordance with the applicable requirement of 49 Code of Federal Regulations (CFR) Part 26 could adversely affect the Department's funding.

PUBLIC AND INTERNAL CONTACTS
Employee will have daily contact with district employees and the public. The employee will represent the Department in public situations and will be required to present themselves in a courteous, professional manner at all times. Employee must be able to deal effectively and tactfully with Caltrans personnel and members of the local community and be polite and patient with the public when representing the department. May have frequent contact with headquarters, district and North Region employees, State and local government offices and the public. Must be able to make these contacts with a high degree of professionalism and in an informed and knowledgeable manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employee will be required to possess manual dexterity and perform bending, stooping and kneeling. The ability to move material of up to 20 pounds may be required. Employee may be required to sit and/or use a computer, keyboard and monitor for long periods of time. Job duties may require employee to have sustained mental activity needed for problem solving, analysis, and reasoning. Employee must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, acknowledge the various responses and respond appropriately, tactfully and professionally. Employee will be expected to exercise a high degree of initiative in performing

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assignments. Incumbent must have the ability to multi-task.

WORK ENVIRONMENT

While in the office setting, incumbent will be working in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise needs to be controlled at low levels. Multi-floor buildings are equipped with elevators and stairs. Employee may be able to work from home and will be required to maintain a safe working environment when doing so. There will be constant interaction with a diverse group of customers and co-workers. This position will require sitting for long periods at a time in front of a monitor and working on a computer keyboard. Employee may be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

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. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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