STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	Division of Right of Way/RW Operations	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Right of Way Operations Support Analyst	907-400-5157-013	

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

GENERAL STATEMENT:

Under the supervision of the Senior Right of Way Agent, the Analyst I provides administrative and technical support to the Office of Right of Way. The incumbent performs a variety of analytical, clerical, and operational tasks to assist with Division-wide administrative functions, including database maintenance, records management, supply coordination, procurement support, telecommunications tracking, and mail/document handling. The position also provides backup coverage for the Division's Hiring Analyst and Training Coordinator to ensure continuity of operations. Working within the Operations Unit, the Analyst I supports the accuracy, efficiency, and organization of essential Right of Way processes, contributing to the smooth functioning of Division administrative activities.

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 - Equity, People First)
- **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, Integrity, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - 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 - Innovation, Integrity, 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. (Safety, Employee Excellence - Collaboration, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Innovation, People First, 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. (Prosperity, Employee Excellence - Equity, Integrity, People First, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Performs purchasing, procurement processing, and contract coordination activities to support Division operations. Ensures compliance with procurement policies, accurate processing of financial documents, and timely delivery of goods and services. Coordinate facility purchases, processing Purchase Orders, Receiving Records, and ensuring accuracy and completeness of all documentation. Verify invoice accuracy, billing amounts, and proper coding before recommending approval. Utilize approved purchasing methods, including Cal Card and RQS, to procure goods and services. Prepare and submit procurement documents to Headquarters Procurement and Accounting for payment processing. Maintain up to date records of purchase orders, procurement files, contract materials, and related databases. Communicate with vendors to respond to inquiries, clarify orders, negotiate terms, and resolve billing discrepancies. Manage service contracts (e.g., FedEx, GLS), track renewal dates, and initiate new contracts as needed. Support emergency payments by preparing resolving fund documentation. Assist the Resource Manager in generating detailed reports using the Advantage System. Reconcile monthly Operating Expense expenditure reports, ensuring accuracy and policy compliance. Serve as Division Cal Card holder; ensure proper use, security, and documentation of card transactions. Initiate and manage procurement processes, including soliciting competitive bids for IT and non IT purchases.
30%	E	Supports the Agency Telecommunications Representative (ATR) by assisting with mobile device management, telecommunications billing, and IT related coordination. Ensures Divisional communication assets are properly tracked, functional, and cost effective. Assess employee mobile device needs; research alternatives and recommend cost effective solutions. Assist in the setup of mobile devices, troubleshoot connectivity issues, and coordinate service requests with IT. Review, audit, and process telecommunications invoices; verify accuracy prior to recommending approval to management and Accounting. Conduct cost benefit analyses for telecommunications spending and recommend efficiencies. Develop, update, and maintain databases tracking mobile devices, accessories, and assigned numbers. Resolve discrepancies in telecommunications records and maintain an accurate and current inventory of communication equipment. Initiate and process orders for new wireless services, upgrades, and additional equipment. Prepare and submit Telecommunications Service Requests (Form 20c) for airtime charges, ensuring compliance with organizational guidelines.
15%	E	Maintains and supports the Division's administrative databases, records systems, and supply processes to ensure accurate tracking, efficient organization, and full compliance with retention and inventory requirements. Maintain and utilize databases such as the Employee Database, Space Planning system, Supply Database, and other administrative tools to create queries, generate tables, design forms, and produce routine and ad hoc status reports. Develop and maintain a comprehensive records management system, ensuring accurate file organization, proper retention practices, and systematic purging of outdated materials. Oversee the internal supplies database to track inventory levels, identify replenishment needs, and ensure timely ordering of essential supplies. Monitor Division office supply needs and coordinate procurement activities, ensuring efficient distribution of supplies to staff. Conduct the annual physical inventory of office equipment; verify equipment condition, document changes, and update asset records accordingly.
15%	E	Provides operational support across key R/W functions by serving as backup to program staff, assisting with special projects, and managing essential administrative workflows that ensure continuity of daily operations. Provide backup coverage for the Hiring Analyst and Training Coordinator to maintain uninterrupted staffing and training operations during absences. Assist with special projects within the Operations unit by performing assigned tasks under the direction of senior analysts and management. Coordinate, assemble, and maintain files, records, and procedural manuals to ensure secure storage, organized access, and up to date documentation. Prepare, process, and organize R/W documents and forms, maintaining accurate and complete records in alignment with program requirements and instructions from Senior or Lead Analysts. Support the Senior Right of Way Agent in optimizing office space utilization through effective space planning and documentation updates. Oversee mail and package services in coordination with the District Mail Room, ensuring timely handling of incoming and outgoing deliveries. Sort, screen, and distribute incoming mail to appropriate staff promptly; collect pay warrants and travel checks from the Cashier's Office and deliver them securely to designated personnel. Maintain and organize Division File Rooms, ensuring proper labeling, storage, accessibility, and compliance with retention guidelines.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Analyst I does not directly supervise staff. The incumbent may provide occasional guidance or assistance to office support staff, student assistants, or other employees on procedures related to procurement, records management, supply distribution, and database activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

KNOWLEDGE: The incumbent must possess knowledge of the basic principles of office administration, procurement, and records management. State purchasing methods including Cal-Card, RQS, and receiving documentation. Database systems such as Employee Database, Space Planning, Supply systems, and Advantage. Principles of timekeeping, equipment tracking, and inventory control. Microsoft Office Suite and basic spreadsheet/reporting tools.

ABILITIES: The incumbent must be able to perform detailed clerical and analytical work with accuracy and attention to detail. Interpret and apply departmental procedures, procurement rules, and administrative guidelines. Prepare forms, logs, and reports; maintain organized records and databases. Prioritize work, meet deadlines, and handle multiple tasks simultaneously. Communicate clearly and professionally with staff, management, vendors, and service providers. Exercise good judgment in handling sensitive documents such as pay warrants, mail, and personnel files.

ANALYTICAL REQUIREMENTS: The incumbent must have the ability to review invoices, telecom bills, and supply records for accuracy and resolve discrepancies. Track trends in supply usage, telecommunications costs, and equipment inventory. Identify inconsistencies in data, records, or documentation and make corrections or elevate issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in misprocessed procurement documents, inaccurate billing, delayed payments, improper inventory records, lost documents, or misrouted mail. These errors may cause service disruptions, vendor complaints, compliance issues, or delays in staffing, training, or field operations. Accuracy and adherence to procedure are essential.

PUBLIC AND INTERNAL CONTACTS

Regular contact with R/W staff, Analyst II personnel, Senior Right of Way Agents, District Mail Room staff, IT Support, and Administrative Services. Collaboration with Purchasing, Accounting, and Human Resources on procurement, invoices, and staffing support. Routine interactions with vendors, service providers (e.g., FedEx, GLS), wireless carriers, and contractors regarding orders, billing, renewals, and service requests

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Requires prolonged periods of computer use, reviewing documents, and data entry. Ability to lift and carry office supplies or small equipment (up to 25 lbs.) during inventory or mail handling. Must maintain attention to detail and accuracy while processing high-volume transactions. Requires emotional resilience to manage shifting priorities, deadlines, and frequent operational requests. Must work cooperatively with diverse staff and maintain professionalism during high-volume workload periods.

WORK ENVIRONMENT

Work is performed in a standard office environment with extensive computer and systems use. Occasional travel may be required. Duties may involve tight timelines, competing priorities, and coordination with multiple internal and external partners. Occasional travel may be required.

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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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