STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	District 7 / Division of Right of Way / Planning & Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Analyst II for Right of Way Project Delivery	907-400-5393-	11/18/2026

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 for Planning and Management, the Analyst II for Right of Way Project Delivery is responsible for performing complex accounting, budgeting and administrative tasks for the Division of Right of Way and Land Surveys. The candidate must welcome the challenge of continuous learning as technology, accounting practices and Caltrans policies change.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation)
- **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. (Safety, Equity - Integrity)
- **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. (Prosperity - Equity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration)
- **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 - People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity - Innovation)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
65%	E	Project Delivery Payments. Processes all types of check requests for the Division of Right of Way and Land Surveys and permit and mitigation check requests for the Division of Environmental Analysis. Updates the ledger and files electronic invoices on a weekly basis. Processes Request for Transfer of Funds, Release of Condemnation Deposit and Judgment payments. Helps Right of Way Contract Managers encumber and dis-encumber service contracts according to the guidelines of the Division of Procurement and Contracts (DPAC). Prepares Fund Certifications for DGS and other non-DPAC contracts including Expert Witness Contracts and Utility Agreements. Helps to establish and monitor various Program Encumbrances including Demolition, Title & Escrow and Legal Services.

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15%	E	Financial Reports. Creates reports detailing project spending and encumbrances using various databases including Advantage, InfoAdvantage, FI$CAL, FADS, PIRS, ROWMIS and Datalink. Prepares Expenditure Adjustment Requests. Identifies mis-charging and advises on how to make corrections. Recommends steps to avoid future coding errors. Maintains records, files, and databases pertaining to Right of Way expenditures. Special research assignments at the request of Management.
10%	M	Fiscal Year-End and Filing Duties. Encumbers contracts and agreements in order to reserve funds for upcoming payments. Works with various stakeholders to dis-encumber contracts no longer needed or moves encumbrances to a future fiscal year. Identifies lapsing appropriations and liaisons with the Fund Monitor. Conducts research and helps respond to audit requests from Federal, State and Local agencies. Files and retrieves electronic invoices on shared drives on a weekly basis. Files and retrieves paper documents in the District file room on an infrequent basis.
10%	M	Right of Way Capital Financial Plan. Assists with updating the Right of Way Capital Financial Plan in the statewide PRSM database. Participates in meetings including weekly team meetings, bi-annual budget development meetings and meetings with HQ Planning & Management. 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

No direct supervision. Employee shares information with co-workers and provides guidance on how to perform specific tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Understands and responds to both verbal and written instructions. Willing to complete cross-training and to train others. Resolves problems and makes actionable, written recommendations for time and cost savings. Demonstrates a working knowledge of various computer applications such as spreadsheets, word processing and data management programs. Able to compile and analyze data, reason logically, and speak, read and write clearly.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Employee is responsible for compiling information for the budget, and for monitoring expenditures, in order to help the department optimizes its resources. When participating in the capital budget development process for Right of Way, poor judgment could result in the over/under allocation of resources. Failure to perform in a competent manner could cause delays, affect the Division's credibility and result in a poor working relationship with other Districts, Divisions and with Headquarters.

PUBLIC AND INTERNAL CONTACTS

Position requires daily contact with employees in the Division of Right of Way, other Divisions in the District and with HQ. These contacts are verbal or written, as needed to perform assignments. Maintains cordial and diplomatic relationships with all parties to assure that program requirements are met. Public contact is minimal.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Able to sit for long periods using a keyboard and monitor. Can lift and move items of up to 20 pounds (files, boxes, laptops, etc.). Able to climb a step ladder and reach up in order to file documents on shelves.

Mental: Possess the endurance to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning. Capable of prioritizing and working on multiple tasks. Able to learn and adapt to changing technology and work priorities.

Emotional: Is patient with oneself and with others while navigating a changing business environment. Is tactful and responds appropriately to the needs, feelings and capabilities of different people in various situations.

WORK ENVIRONMENT

The Analyst II will work in the District Office and on-line from home in accordance with an approved Hybrid Telework Agreement. While at the District Office, the employee will work in a climate-controlled environment under artificial lighting. The employee will

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use a keyboard and monitor as well as a cellular phone.

This position requires occasional travel to other Districts to attend meetings and trainings including, but not limited to, the Right of Way Planning & Management Academy and the Statewide Project Control Meeting.

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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