STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	Workplace Violence Prevention Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Workplace Violence Investigator	913-660-5393-918	01/05/2026

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

GENERAL STATEMENT:

Under the direction of the Branch Chief, Workplace Violence Prevention Unit, Supervisor I, the incumbent will independently perform complex and confidential workplace violence investigations and analysis. This position requires good analytical communication and investigative skills both verbally and written. The incumbent will provide technical expertise regarding the Office of Workplace Violence Prevention. Additionally, the incumbent will be responsible for the analysis and recommendation of changes to the Workplace Violence Prevention Policy, the Department Safety Manual, and perform trainings on Workplace Violence Prevention.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Climate Action - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity)
- **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)
- **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 - Equity, People First)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Prosperity - Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - People First)
- **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, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Equity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Performs complex and sensitive statewide workplace violence investigations. Workplace violence investigations are time sensitive and are to be performed in an expedient and confidential manner. Interviews Complainants, Respondents, and Witnesses to the alleged incident(s). Provides expertise in resolving complex issues and tasks for the Workplace Violence Prevention Unit operations. Independently responds, both verbally and in written form, to inquires of a technical or sensitive nature.
40%	E	Analyzes and reviews relevant documentation received during the investigation to make an unbiased determination if the allegation(s) violated the Workplace Violence Prevention Policy. Independently develops analysis into a comprehensive, confidential report.

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5%	E	Analyzes and recommends changes for the Department's Office of Workplace Violence Prevention. Analyzes policies, rules, regulations, and proposed legislation to recommend changes to maintain an effective program. Collaborates with Department management, staff, and other agencies regarding the interpretation of the law and policies. Develops updates to the Caltrans Safety Manual and the Workplace Violence Prevention Policy to maintain effective investigative practices.
5%	M	Provides guidance, consultation, and training to Department staff on the Workplace Violence Prevention Office and policy. Develops recommendations for process improvements; leads and/or participates in cross functional work groups and/or teams on special projects.

[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
Must be familiar with the Department's mission, vision, goals, organization structure, and major work programs. A strong analytical ability is required to evaluate various departmental operations. Must understand and explain (verbally and in writing) the impact of decision and/or findings by internal and external parties relative to departmental operations. Ability to reason logically, creatively, and utilize a variety of analytical techniques to resolve complex issues, organize and set priorities, work independently, analyze data and present ideas and information effectively both verbally and in writing and gain and maintain the confidence and cooperation of those contacted during the course of work. Exercise a high degree of professionalism, diplomacy, initiative, and independence. Establish and maintain cooperative and positive work relationships, a demonstrated interest in assuming increasing responsibility, mature judgment, and discretion. Be familiar with the operation and functions of the Department of Industrial Relations, Cal-OSHA Standards and Advisory Boards. Possession of a working knowledge of Title 8, California Code of Regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment or inadequacies in recommendations and decisions could result in serious employee safety consequences. Failure to correctly disseminate accurate information and implement currently safety standards or processes may contribute to incidents with potential death or injury as a result. Failure to identify hazards can also increase workers' compensation costs and expose the Department to citations, criminal prosecution, and civil lawsuits.

PUBLIC AND INTERNAL CONTACTS
Communicate in a clear and concise manner, confidently and courteously with staff and management, demonstrate quality customer service, work in a team environment with the ability to lead the team toward completing of a task, and receive and follow verbal direction from supervisor/lead person.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Must be able to develop and maintain cooperative relationships, behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT
Ability to multi-task, meet deadlines, adjust to changing priorities, and work under pressure. Daily use of the personal computer and related software application at a workstation, and use of office machinery.

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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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