STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	D7/DIV. of Transp. Safety and Operations/Permits	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Permits Program Administrative Analyst	907-397-5157-040	02/05/2026

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

GENERAL STATEMENT:

Under the general supervision of a Supervisor I or Senior Transportation Engineer, the Permits Program Administrative Analyst provides administrative support in the capacity of an Analyst I for the District Office of Permits. Incumbent is primarily be responsible for tasks involving office budgeting, equipment, supplies and staffing. Additionally, the Analyst I may assist in reviewing and coordinating incoming encroachment permit applications.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Innovation, Integrity, Pride)
- **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, 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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Prosperity - Collaboration, Innovation, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Prosperity - Equity, Innovation, People First)
- **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 - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Prepares monthly budget reports for management by using Excel and/or Access. Regularly collects, reviews, and processes statistical data from various sources. Identifies any anomalies found in the data and coordinates with appropriate staff to address these anomalies.

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25%	E	Responsible for evaluating the equipment and office supply needs of the Office of Permits and oversees purchase and distribution of said equipment and office supplies. Ensures that procurement activities are performed in accordance with all applicable State and Federal statutory requirements and within Department of Procurement and Contracts (DPAC) and the Department of General Services (DGS) purchasing guidelines. Surveys out equipment that are obsolete, broken and beyond repair in order to take them out of the Office of Permit's accountability.
20%	E	Assists management in matters involving office staffing. Tasks would include: updating the Office personnel staffing under managerial direction, preparing Position Action Request Forms (PARFs) and preparing a schedule of interviews for job vacancies in the Office of Permits, processing appointment documents of new employees to the HQ Office of Budgets and Human Resources. Advises hiring supervisor of procedures, timely processing of changes relating to new hires, transfers, retirements, and vacancies. Processes other personnel documents like position action requests, out-of-class assignments, (Travel Expense Claim)TECs, and paychecks.
10%	E	Assists with administrative tasks relating to closure of completed and canceled permits. Tasks include: evaluating each package of completed and canceled permits to determine the need to bill or refund permittee, transmitting billing or refund requests to Sacramento Office of Accounting upon final calculations of review and inspection hours; corresponding with permittee regarding billing or refund inquiries; updating Encroachment Permit Management System (EPMS) and Caltrans Encroachment Permit System (CEPS) upon permit closure.
5%	M	Assists with maintaining the permits file room. Processes the transfer of historical permit data to microfilm and securing the microfilm cartridges, aperture cards, or any other form of archival files.
5%	M	Assists other Office of Permits administrative staff, when workload permits.

[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 other employees but may act as a lead worker to provide guidance and direction to office technician(s), student assistant(s) and/or temporary help.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

1. Requires knowledge and understanding of the Departments purpose, organization, policies, procedures, goals, and objectives; with particular attention to policies and procedures involving budgets, procurement, and human resources. Incumbent must be able to interpret and apply the appropriate rules and procedures in performing assigned tasks.
2. Ability to perform independent research utilizing a variety of information sources. Should have knowledge of the functionality of Advantage and Info-Advantage in particular as this is the instrumental tool that is currently used for the preparation of weekly and monthly budgeting reports.
3. Ability to reason logically and creatively, and utilize a variety of analytical techniques. Develop and evaluate alternatives; analyze data and present ideas and information effectively, both verbally and in writing.
4. Must have a good working knowledge of computer applications such as database (EPMS, CEPS), spreadsheet (Excel), and word processing (MS Word). Must be able to use a computer to produce spreadsheets, graphs, charts, reports, etc. develop files and records, and manipulate information.
5. Must have the ability to make sound decisions on complex transactions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises a reasonable degree of initiative and independence in determining office needs, performing assigned tasks, organizing time, and prioritizing work. The incumbent will be working with minimal supervision; therefore, the work must be carefully thought out to assure that established policies and procedures are followed.

Consequences of errors can result in delays in delivery of goods essential to day-to-day business and inadequacies in the staffing needs of the Office. These delays can impact the Office's ability to fulfill obligations to customers and stakeholders. Delays could result in financial loss to the permittees and legal liability to the State. Violations of purchasing regulations could result in the loss of purchasing delegation and credit card suspension.

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PUBLIC AND INTERNAL CONTACTS

Sound verbal and written communication skills are required as there is extensive daily contact with the general public, other governmental agencies, utility companies, field inspectors, engineers, and vendors, via in person, web-based meetings, phone, e-mails, letters, text and fax.

Daily contact with internal staff (Permits Office, District and with Headquarters) requires the ability to respond tactfully and diplomatically to ensure a cohesive and productive work environment.

Contact with vendors requires poise, tact, a thorough knowledge of contracts, law and regulations, as well as effective negotiation skills.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be performing tasks that include typing/keyboarding, filing, phone communications and other office-related duties. Therefore, the employee should have good manual dexterity, and should be able to sit, stand, bend, stoop, kneel and do moderate lifting without difficulty.

Incumbent should have the sustained mental capacity to collect information, analyze data, solve problems, and create/process appropriate documents in a timely fashion. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize a variety of documents.

The employee must be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related correspondences with internal and/or external contacts in a professional and courteous manner. Must have the ability to resolve emotional issues reasonably and diplomatically. Must be able to adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

The incumbent will work from the District 7 (Los Angeles) office building in a climate-controlled office under artificial lighting. Periodic problems with the heating and air conditioning may cause the building temperature to fluctuate and impact air circulation. The work hours are Monday through Friday between 8:00 a.m. and 5:00 p.m.

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.

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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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