

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Safety and Management Srvcs/Discipline Services Unit
WORKING TITLE Progressive Discipline Analyst	POSITION NUMBER 702-015-5393-924
	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Discipline Services, a Staff Services Manager II, provides detailed advice and technical guidance to managers and supervisors regarding sensitive personnel issues, policy implementation, and progressive employee discipline. Assists with the development of the Department's responses to employee appeals of formal actions.

CORE COMPETENCIES:

As an Associate Governmental Program Analyst, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency -)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - 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. (Safety First - Engagement)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Advance Equity and Livability in all Communities - Equity)
- **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 First - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency -)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Analyze, develops and writes Rejections During Probations, AWOL Separations and Notices of Adverse Actions, including complex and sensitive actions. Ensures employees' due process rights to adequate notice are satisfied, properly addresses that the progressive discipline process is followed by supervisors, and confirms the actions will meet State Personnel Board requirements and regulations. Ensures actions are appropriately served and amended as needed. Communicates with supervisors and managers, Labor Relations, Workers' Compensation, Personnel Operations and Transactions staff regarding the final action and settlement agreement.

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15%	E	Consults with managers and supervisors regarding progressive discipline, recommends appropriate course of action, and level of personnel action. Reviews corrective actions from managers and supervisors and provides recommendations. Confers with Audits and Investigations, Workplace Violence Prevention, and Discrimination and Complaints Investigations Unit staff concerning investigations.
15%	E	Assists the Discipline Services Managers with the preparation of the Department's response to employee appeals of formal actions at CalHR, State Personnel Board (SPB), EDD, and Unemployment Insurance Appeal Board (UIAB) evidentiary hearings. Assists with preparing witnesses to testify in administrative law proceedings. Prepares Prehearing Statements and Stipulated Settlement Agreements for Case Managers as needed. Prepares written responses to discovery requests and issues and serves subpoenas. Assists Case Managers and Legal Division staff in representing the Department on highly sensitive actions at SPB and CalHR hearings.
10%	E	Provides formal and informal training to managers and supervisors on maintaining proper documentation, preparing informal letters of warning, administering the progressive discipline process, and the departmental Skelly/Coleman process.
5%	M	Assist the Office of Driver Certification and Substance Testing (ODCAST) with duties related to pull notices, database entry, preemployment background checks, and other related administrative duties as they pertain to certification and substance testing.
5%	M	Prepares and arranges service of notices for Rejections on Probation, Absences Without Leave (AWOL) separations, non-punitive and medical terminations. Ensures Skelly/Coleman Hearing Officers fulfill their roles and responsibilities. Assists with scheduling of Skelly/Coleman Hearings at the request of served employees. Updates Adverse Action Database with results of actions, settlement agreements, and SPB or CalHR rulings. Distributes notices and responds to general correspondence and inquiries.

¹ESSENTIAL 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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the principles and practices in public and business administration, including personnel management, progressive discipline, classifications, pay issues, labor relations, employee supervision, safety, health, equal opportunity, development and training, Caltrans policies and procedures, legal principles and practices, with particular reference to the laws governing public offices and agencies.

Demonstrates positive attitude and a commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers. Ability to research, understand, interpret and articulate applicable employment laws, rules and regulations; analyze and apply legal principles and precedents to particular sets of facts; provide clear, concise, and effective written actions and documentation; and to deal tactfully, professionally, and confidentially with all internal and external customers and contacts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper direction and recommendations could severely impact managers' and supervisors' ability to discipline employees. This could result in loss of management's confidence in the disciplinary process, loss of confidence by the public, and result in severe financial liability to the state. Poor decisions could also affect the Department's ability to pursue effective negotiations with labor unions concerning the resolution of disciplinary and non-disciplinary personnel actions and diminish the Department's reputation with the State Personnel Board and the CalHR.

PUBLIC AND INTERNAL CONTACTS

Under the lead of a Staff Services Manager II (SSM II) confers with all levels of Caltrans' directorate, management and staff, employee representatives, Legal Division attorneys, Audits and Investigations Office, Discrimination and Complaints Investigations Unit, and SPB and CalHR staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may be required to travel throughout the state to assist a Case Managers with interviewing staff, gathering information, and making presentations to managers and supervisors. Position may be conducive to telework.

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.)

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