

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Div of Equipment/Office of Quality Assurance & Fleet Mgmt	
WORKING TITLE Internal/External Communications Analyst	POSITION NUMBER 932-001-5393-xxx	REVISION DATE 07/18/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Within the Division of Equipment (DOE) and under the direction of the Deputy Division Chief-Clean Fleet, the Associate Governmental Program Analyst (AGPA) will analyze existing reporting requirements for all groups and make recommendations to promote and improve communications between the Clean Fleet Programs and both internal and external stakeholders. The AGPA will generate reports, tables and databases queries that provide up to date status of the fleet condition, sustainability compliance progress and equipment replacement information. The duties of this position require the incumbent to have, and demonstrate, experience with multiple database and reporting systems and software similar to, Asset Works, Drupal, Power BI, Smartsheet, and with Microsoft Office software such as Access, Excel, Word, Power Point and MS-Project.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Engagement, Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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30%	E	The AGPA must review multiple reporting requirements for Clean Fleet groups and various external groups in order to synthesize a set of data commonly requested in reports. The AGPA will maintain the data repository of information that can be made available in an array of product formats before it is requested. Product formats may include but are not limited to Power BI, Smartsheets, Excel spreadsheets, Intranet web pages, report request forms, automated report generators and interactive databases. Database users include, Caltrans and DOE Management, Shop Personnel, Program Equipment Managers, Fleet optimization managers and external agency personnel.
25%	E	Analyze existing reports and determine the best way to communicate the reports content and conclusions by adding charts, graphs, and graphics to help convey the message. Once Key Performance Indicators (KPIs) are established, the AGPA will provide oversight of these newly developed techniques including reviewing data integrity to help ensure it is correctly shown in all applicable products. The AGPA will act as a cross-training resource for staff members and others within the Clean Fleet group.
20%	E	Must actively seek input from Deputy Division Chiefs for various Caltrans Divisions - Equipment, Maintenance and Construction (users/requesters) about existing reports and data products for continuous improvement of the user's experience. This may also include the development of data input screens, using multiple databases, reporting systems and software similar to Asset Works, Drupal, Power BI, Smartsheets and custom reports. The AGPA will propose innovative alternatives and provide recommendations to managers when available or requested.
20%	E	Document workflow processes of existing and future work to provide written user manuals. This may include writing specific directions to complete tasks, providing screen shots, creating flow charts and documenting step-by-step instructions. Help create the graphic and video components for training products as well as establish QR codes for better communication with field personnel.
5%	M	Act as backup AGPA for other sections within the Clean Fleet Program and assist on various projects, budget change proposals, etc. as necessary. Run ad hoc reports when requested by the Deputy Division Chief.

<sup>1</sup>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**

The position does not supervise. May act as a lead to guide and help train other AGPA's performing specific tasks.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must be knowledgeable of the Department's mission, vision, goals, and policies. Should have knowledge of budgeting and fiscal management; principles of organization, administration, and management; principles of public administration; legislative process and a working knowledge of the DOE and how the Division fits into the overall departmental goals. Must have the ability to work independently with minimal direction; interpret policy and determine appropriate action; prepare and review comprehensive reports, letters, articles, policies and procedure documents; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; analyze data and depict the results in multiple graphical formats; analyze situations and take an effective course of action; speak and write effectively in order to communicate with all levels in the organization; exercise good judgment; consult with and gain the cooperation of other organizations. The analyst must understand the nature of most informational requests and develop multimedia digital, printed and web based content, such as (desk manuals, graphics, digital images, audio/video files, QR codes, newsletters, etc.) to preemptively provided reports before they are requested and automate others that occur frequently.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Failure to efficiently work within the Clean Fleet Program could result in losses of millions of dollars in labor delays due to inaccurate equipment information; added repair costs due to non-timely fleet replacements or increased downtimes; loss of credibility with regulatory agencies could result in additional scrutiny. Failure to comply with fleet requirements could result in additional legislation, legislative hearings and special legislative reporting that results in additional workload and expense to the Department.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent conducts business with external control agencies including, but not limited to the Department of Finance, Legislative Analyst's Office, Department of General Services, and other State and Federal agencies. Internal customers include, but are not limited to, various Headquarters and District representatives such as: Headquarters Program Managers and Division Chiefs; District Directors and their Deputies, Maintenance Superintendents, Equipment Managers, and legal staff. Contacts include the public and other public agencies relating to equipment and its operation.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Professional office environment. Physical requirements include the ability to sit/stand for long periods of time using a keyboard, mouse, webcam and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; succeed in a work environment that requires innovative and creative thinking; develop new insights into situations and applies solutions to make organizational improvements. Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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### WORK ENVIRONMENT

This position is part of a team that involves teleworking and reporting to the office when needed/required. While in the State facility, employee will primarily work in a climate-controlled office under artificial lighting. May occasionally visit field and equipment shop locations, walk on uneven or slippery surfaces, require occasional bending, stooping and kneeling. May require occasional overnight travel throughout the State. May be required to operate state vehicles. This position requires two in-office days per week.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE