

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION Central Region Services / D5 Surveys	
WORKING TITLE Surveys Public Counter & GIS Analyst	POSITION NUMBER 929-206-5731-XXX	REVISION DATE 08/2024

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:

Under general supervision of the branch chief, a Senior Transportation Surveyor, the incumbent will perform a wide variety of geographic information systems (GIS) work. As a member of the Central Region GIS branch the incumbent will perform research and analysis based on geographic information systems (GIS) techniques and methodologies. With a journeyman level of knowledge the incumbent will independently study, analyze and develop conclusions based on the spatial analysis of various subjects, some of which are land use, transportation planning, land surveying, and project development.

CORE COMPETENCIES:

As a Research Data 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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50%	E	Incumbent maintains, updates, and researches Caltrans District 5 and Central Region survey records utilizing latest Department software applications, including CADD software. The incumbent processes record requests from the public, local agencies, utility companies, and internal customers and supplies records to our customers
30%	E	Incumbent designs, develops and maintains geospatial databases using complex geographic information systems (GIS) methods and techniques for the Central Region and supports projects for other Capital Divisions within the Central Region. The incumbent will gather the information to populate these databases from Department geospatial, project management, and asset management databases as well as other authoritative sources. These databases can consist of both modern and legacy types.
10%	E	Incumbent designs, develops and maintains geographic information systems (GIS) services utilizing the Departments Enterprise GIS system operated and maintained by the HQ GIS unit. Working in conjunction with the HQ GIS unit the incumbent will use journeyman knowledge of server based geographic information systems (GIS) to publish and create Internet based geographic information systems (GIS) web maps.
5%	M	Incumbent provides ArcGIS desktop and geographic information systems (GIS) tool training specific to Caltrans data and participates in outreach to identify user needs. The incumbent engages in partnership activities within Central Region of Caltrans, Caltrans HQ, local government agencies and other partners related to the development of geospatial data and products.
5%	M	Incumbent will prepare reports and correspondence based on conclusions of the research and analysis performed using spatial analysis from geographic information systems (GIS).

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

The incumbent works under the general supervision of a Senior Transportation Surveyor (Branch Chief). The incumbent may also serve in a lead capacity. This position does not supervise other employees

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the ability to independently and successfully perform complex research and analysis projects involving various types of digital spatial data, techniques, and methodologies associated with geographic information systems (GIS). The position requires the ability to work cooperatively and effectively with others. The position requires general understanding of journeyman level research and statistical methods. The work is complex, frequently requiring innovation, flexibility, good organization, teamwork and problem solving skills. A RA II (GIS) must have a journeyman knowledge of GIS techniques and methodologies to develop data, tools, and models. The RA II (GIS) must also have a journeyman understanding of cartographic principles as applied to GIS products and delivery. The following are the knowledge, abilities, and analytical requirements necessary for this position: Experience with Environmental Systems Research Institute, Inc. (ESRI) enterprise and desktop GIS software products; Communicate effectively at a level required for successful job performance; Interact in a professional manner with all levels of department staff; Compiles, makes or revises geospatial products, maps, charts, and diagrams; Exercises good judgment in providing assistance, consultation, and communication with all levels of departmental staff and management, including external entities such as consultants or vendors; Assists in mentoring other staff who may be less knowledgeable or less experienced in GIS technology; Advanced knowledge of GIS software and strong familiarity with relational database design as it applies to GIS software; Strong knowledge of cartographic principles, spatial analysis, and databases; Analyze situations accurately and take effective action; Ability to train team members and end users on GIS data and applications; Ability to conduct research into GIS issues and products as required; Ability to use Department CADD software; Prepare reports; Understand and practice current Safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program; Recognize and immediately report any possible hazards or safety violation that may adversely affect property, employees, or the general public. Ability to work independently and without direct supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The RA II (GIS) is responsible for assisting the supervisor in an office setting. Errors in judgment or decisions could result in project delays, rework or the production of unnecessary work. Inaccurate or incomplete work may result in added costs, or litigation, and reflect negatively on the Survey Program, Central Region Office of Surveyors, and the Department. The effects of poor decisions relating to any of these items could translate into additional delays, costs, or claims against the State of California

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact other Caltrans personnel, surveying/engineering consultants, personnel from other State agencies, personnel from other government agencies and the public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. He or she may also be required to move large or cumbersome plans and diagrams from one location or another. He or she may be required to stand for periods of time operating survey instruments or office devices such as optical scanners. May be required to drive long distances.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Incumbent may be required to travel and work outdoors and when doing so can expect to be exposed to traffic, dirt, noise, uneven surfaces, and extreme heat or cold. 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.

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