

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 3 / Administration - Hiring Services	
WORKING TITLE Hiring Services Coordinator	POSITION NUMBER 903-001-5393-XXX	REVISION DATE

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 the direction of a Staff Services Manager I, incumbent will independently be responsible for providing technical guidance and support to supervisors/managers within District 3/North Region related to the hiring process. Incumbent will handle delicate and confidential information in a professional manner. May act as lead on special projects or provide guidance to lesser trained staff. Regular and punctual attendance is required. Employee will be required to possess a current California driver's license when operating a state owned or leased vehicle. May be required to travel. Duties included, but are not limited to:

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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

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40%	E	Meets and works daily with the budget coordinators to research and verify that personal service dollars are sufficient to fund vacant or new positions. Analyzes bi-weekly PTAS/Blanket reports from Organizational Management to determine correct position authority is distributed for each program; research the District Agreements to determine how many positions each Division is allocated and funded for; research and assign a position to each vacancy, based on your findings of allocation, funding and People on Board Equivalency (POBE); complete PARF packages to move employees from the blanket into authorized positions. Work daily with the budgets staff to ensure that all staff are appropriately coded in the POBE database and there is correct position and program information. Research, analyze and complete hiring plans for assigned units and meet with your Divisions manager to report issues/findings, make recommendations on what classifications to use and resolve any issues. Works as designated hiring manager for their assigned District 3/North Region Divisions vacancies. Incumbent will use the position information to prepare all hiring documents, justification documents, and hiring consideration forms, to be included for Department of Finance PARF packages. Works daily with DHR analyst, managers and supervisors on eligibility of applicants, ECOS, negotiating salaries, duty statements corrections and e-mail communications. Create, review and update duty statements; create PARF/ARF hiring documents for a variety of personnel actions (including but not limited to new-hires, retired annuitants, transfers, Training and Development, transfer change in class, leaves of absence, disability leaves, time base changes, out of class etc.), and create advertisements including post and bid notices for any positions being filled.
20%	E	Responsible to produce weekly attrition reports from information received from supervisors/managers, as well as maintaining your Divisions portion of the vacancy matrix. Meet with your Divisions management to review the reports, make recommendations and implement changes. Responsible to analyze POBE data and make recommendations on what changes are needed to go to management and the database keeper. Pull employee and position reports from POBE database and analyze the data to create reports for management use. Develop monthly reports for management on their Divisions POBE, vacancies, hires, and attrition. Review tableau dashboards data to make sure information is accurate and make corrections in vacancy matrix if needed.
20%	E	Responsible for creating, analyzing, reviewing, maintaining and updating your assigned Divisions organizational charts using Org Plus software. Will analyze Manager/Supervisor to Staff Ratios on Org charts, and meets with management on analytical findings and recommend changes.
10%	E	Independently prepares correspondence related to the hiring process. This may include but is not limited to responding to individuals that have applied for advertised positions, those seeking information on how to apply for a position, requests for additional information to determine eligibility, interview letters, and dear john letters. Save and print all applications from advertised ECOS job controls and give to supervisor to screen. Schedule interviews and work with Department of Human Resources on all aspects of the hiring process.
5%	E	Travel to attend recruitment events, including but not limited to high schools, colleges, career job fairs and employment agencies. Create, prepare, and give oral presentations in meetings and at recruitment events.
5%	M	May assist in completing Out of State Travel paperwork for all the Divisions and submit to headquarters for approval. Keep records of Administrations equipment inventory and purchase equipment through the IT-HSR quarterly process. May assist in keeping records of District Calcard holders and retention records. Attend and participate in computer user group meetings (CUG) as the representative of Division of Administration. Make copies, answer phones, reply to e-mails.

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

This position does not supervise. May act as lead over unit or on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of personnel procedures and human resources rules and regulations. Must be familiar with the methods used to track and monitor expenditures and personnel resources. Must be able to present ideas and information, both orally and in writing. Must be able to determine priorities and maintain accurate records. Must have good organizational skills. Since this position handles confidential and sometimes sensitive material, the incumbent must be able to discern what information is confidential and what information is public. Must have computer skills in Microsoft Word, Excel, ORG Plus, AMS Advantage, filemaker pro, tableau, smartsheets and other database. Must be able to demonstrate a positive attitude and a commitment to conduct business in a professional manner; to reason logically and to utilize a variety of analytical techniques to

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resolve problems, develop and evaluate alternatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment may result in the release of confidential information. This may result in monetary loss to the department in the form of lawsuits, grievances or other legal action. Incorrect information given to employees may adversely affect their employment status, pay and/or employment eligibility. Incorrect information provided to the public may result in a loss of credibility for the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have contact with all levels of departmental staff. Incumbent will work closely with Headquarters Human Resources staff. May have contact with Labor Relations about contracts. This position will also have contact with the general public. Must be congenial and tactful in dealing with others and must have the ability to develop and maintain cooperative working relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to analyze and prioritize work situations and take effective action to resolve any problems encountered. Must be able to work effectively under changing priorities. This position works with sensitive information and must be able to maintain confidentiality. Incumbent must have excellent communication and writing skills and be able to interact with all levels of staff and the general public in a cohesive manner.

WORK ENVIRONMENT

Will work in a climate-controlled office under artificial lighting. Will sit for long periods of time using a computer, keyboard and monitors, along with answering the phone. Some travel may be required to recruitment events, meetings and to be on interview panels.

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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