

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Equal Employment Opportunity Program / Administration	
WORKING TITLE Executive Analyst	POSITION NUMBER 900-040-5393-016	REVISION DATE 10/09/2024

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 the direction of the Administration Unit, Staff Services Manager I, for Headquarters (HQ) Equal Employment Opportunity Program (EEOP) and in consultation with the Chief of Staff, the Executive Analyst performs a broad scope of complex analytical and administrative duties in support of the EEOP Assistant Director and the Program's executive and senior management staff. The incumbent serves as the Program's legislative analyst; develops programmatic and policy reports, memos, presentations, letters, and more; serves as the Program's Director's Office Tracking System (DOTS) coordinator; and manages the EEOP Assistant Director's itinerary and travel. The incumbent will track various action items, assignments, and developments; and follow-up with internal and external staff for information or with those assigned to perform work. The incumbent will assist in developing and reinforcing good internal governance, including developing procedures for various processes of the Program. The work requires detailed knowledge of the Department's organizational procedures, policies, and current issues. This position handles highly sensitive issues that require the incumbent to exercise a high degree of initiative, tact, and the ability to act independently in anticipating problems, needs, and resolutions.

The incumbent must have a thorough knowledge of the department's EEO Director's Policy (DP) and Deputy Directives (DD) and Equity Statement, Title VII of the Civil Rights Act of 1964, Fair Employment and Housing Act, Government Code (GC Sections 12920-12951), Code of Federal Regulations (CFR 23), and Diversity Equity and Inclusion principles and initiatives. EEOP is a critical partner implementing the Department's Equity value and leading diversity and inclusion, tackling matters regarding discrimination and harassment proactively and holistically. Duties of the position include, 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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage

Essential (E)/Marginal (M)<sup>1</sup>

Job Description

45%	E	<p>Executive Support: Works with Chief of Staff to provide support to the Caltrans EEO Officer, who is the Assistant Director of the Equal Employment Opportunity Program (EEO). This includes scheduling, calendar management, itineraries, conference and event coordination, travel arrangements, travel expense claim forms, and other general executive support activities. Maintains communication so that the Assistant Director is notified of all changes to the schedule and provides the Assistant Director with all necessary documents and briefing memos prior to meetings. Supports meetings in person and virtually, through slide deck facilitation, meeting notes, room reservations, technical details, etc. Tracks action item from various meetings and brings actions back to Assistant Director and Chief of Staff to meet critical deadlines. Provides meeting support for EEO staff and leadership meetings as needed. Collaborates with other administrative staff in the department as well as the Director's Office staff, Headquarters program staff and district staff. Must provide excellent customer service and professionalism in all matters.</p> <p>Makes all travel and lodging arrangements for the Assistant Director and other executive and senior management staff by analyzing and determining travel needs. Prepares their trip and meeting information packets containing all necessary information, including but not limited to maps, reservations, points of contact information, confirmations, briefings, speaking points, etc. Prepares the Assistant Director travel expense claims accurately and in a timely manner.</p> <p>Research confidential projects, program, and departmental questions, and assembles results for review. Provides expertise, analytical and problem-solving skills, pertinent data and information, and program knowledge and experience when assigned special projects. Acts as a team member and/or participates on projects as assigned on an as needed basis.</p> <p>Works with Chief of staff on program strategic planning, this may include tracking program goals related to the Caltrans Strategic Plan, Statewide Leadership Accountability Act, Governor's Office of Objectives and Key Results, Annual Goals, and other program strategic goals.</p>
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45%	E	<p>Program Administrative Support: Supports various functions of the program's Administrative Support Unit including but not limited to telework liaison, training, awards, forms management, succession planning, Director's Office Tracking System (DOTS) coordination, records management, and California Public Records Act (CPRA) requests.</p> <p>Serves as the Travel Coordinator for the program. Prepares and completes conference requests, out-of-state travel requests, travel advances, and reviews travel expense claims for the program. Assists staff with completing their Travel Expense Claims (TEC's) and provide guidance on booking travel through Concur. Ensures expense tracking log is updated with all travel expense information. Collect receipts and other pertinent documentation from staff to complete travel expense claims.</p> <p>Develops, reviews, edits, and finalizes analyses of federal and state legislation and proposed regulations that may have an impact on the Program and its work. Prepares presentations, briefings, policy documents, memos, letters of support or opposition, and other materials as needed to inform the Division and stakeholders on various legislative items. Provides analyses of the context, impetus, ongoing developments, programmatic, policy, fiscal, and administrative effects of each piece of legislation. Tracks legislative assignments by working with the Headquarters Division of Legislative Affairs and the Director's Office of the Federal Liaison.</p> <p>Ensures that Program milestones are tracked and documented. Other duties involve acting as back up and supporting the procurement analyst and personnel liaison, as well as providing support and guidance with contracts and inventory.</p>
5%	E	Provides unilateral administrative support to other offices in the EEOP.
5%	M	Other Duties: Performs special projects or other related tasks, as needed.

<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**

This position does not supervise, but may be required to take the lead in the absence of the SSM I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the purpose, organization, policies and procedures of the Department of Transportation; the principles and current trends in administrative functions and understanding of EEO laws, policies, rules, and regulations. Strong organizational and project management skills. Excellent communication and interpersonal skills. Experience in working with leadership and executive management and travel itineraries. Knowledge of diversity, equity, and inclusion principles and best practices. Ability to work collaboratively with diverse groups and individuals. Must also possess a thorough knowledge of the Department's mission, vision, goals, and programs; laws, rules, and policies of the State of California and the Federal government relating to program delivery functions.

The incumbent must also have knowledge of the Department's mission, goals, and objectives. Ability to reason logically and creatively; utilize a variety of analytical techniques to assist in resolving complex problems; develop and evaluate alternatives; present recommendations and information through oral and written communication methods; review and edit written reports; develop complicated written letters and reports on a variety of issues; be an advisor to program management and act on their behalf on a variety of issues; develop and maintain a level of professional integrity to insure that the best interests of the Program and Department are served. The incumbent must also have the ability to function in a lead capacity when called upon; manage projects; establish and maintain project priorities.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Executive Analyst provides crucial assistance to the Assistant Director and executive leadership by researching, communicating, and creating meetings, travel, and policy documents that are mission-critical. Without this support, the program and department risk missing workload targets related to promoting a diverse workplace free from discrimination. The incumbent develops a wide variety of information. If the information is not correct and timely, it can have major impact on program-wide management decisions and could adversely affect the program's operations and EEOP in general.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent will consistently work with the Assistant Director, Chief of Staff, executive leadership, internal and external staff, and

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stakeholders. Maintains internal contact with all levels of personnel including Caltrans EEO staff statewide, Caltrans Office of Race and Equity, Office of Civil Rights, the Administration Program Divisions, and the Division of Accounting.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Demonstrate a sense of responsibility and commitment to public service;

- Behave in a fair and ethical manner toward others;
- Value cultural diversity and other individual differences in the workforce;
- Participate with the organization to build on these differences and ensure that employees are treated in a fair and equitable manner;
- Participate in a work environment that encourages creative thinking and innovation;
- Participate in an organizational culture, which encourages others to provide the quality of service essential to high performance;
- Develop and maintain cooperative working relationships and be able to resolve emotionally charged issues reasonably and diplomatically;
- Have the ability to multi-task;
- Adapt to changes in priorities;
- Be able to complete tasks or projects with short notice;
- Be able to adjust rapidly to new situations warranting attention and resolution; and
- Be open to change and new information;
- Adapt behavior and work methods in response to new information, changing conditions, or unexpected challenges.

## WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial light. There will be occasional fluctuations in building temperature. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation. The incumbent will periodically attend meetings and/or training outside the office. Working hours may be set sometime between the hours of 8:00 a.m. to 5:00 p.m. The incumbent may be required to travel to other State offices for training purposes including district offices and field offices throughout the state.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel 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

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