

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION HQ/RWLS/Office of Strategic Innovation	
WORKING TITLE Manual Coordinator	POSITION NUMBER 913-400-5157-911	REVISION DATE 10/03/2024

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 supervision of the Chief, Right of Way Office of Strategic Innovation, the Right of Way Manual Coordinator supports the publications manager. Typical duties include reading and editing the manual, formatting the manual to conform to the Americans with Disabilities Act (ADA) requirements under the direction of the publications manager, and other duties. The incumbent will help coordinate and ensure the accuracy of the Right of Way website and other publications that represent Right of Way policy and procedure. The position also supports the Right of Way Data Liaison and helps coordinate responses to district counterparts on the Right of Way (R/W) Information Management System. Self-direction and independence are required to successfully perform all the duties of this position.

**CORE COMPETENCIES:**

As a Staff Services Analyst (Gen), 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **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)
- **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, Lead Climate Action - Engagement, Equity, 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 - Innovation, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - 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, Lead Climate Action - Equity, Innovation, Integrity)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, 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)
- **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, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

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

**ADA Notice**

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35%	E	Reads technical manual critically for clarity and logic of presentation; edits manual to attain clarity of expression and to remove ambiguities; corrects errors in grammar, English usage, punctuation, capitalization, and syntax; consults with manual authors (Senior R/W Agents), as directed, regarding corrections and revisions of manual; does necessary reference work to clarify and correct inaccuracies in citations.
30%	E	Formats manual to conform to ADA requirements, edits tables, charts, and graphs; reads and corrects proofs; indicates paging; prepares indexes, contents, and captions; coordinates all aspects of publishing and printing the manual, distributing the copy, and updating the R/W intranet site.
15%	E	Coordinates and ensures the accuracy of the Right of Way website and other publications that represent Right of Way policy and procedure. Supports Publications Manager by working with subject matter experts (SMEs) to ensure accurate and timely information is available to internal and external stakeholders on the Division's website.
15%	E	Supports the Right of Way Data Liaison and helps coordinate responses to district counterparts on the Right of Way Management System; acts as a conduit between Right of Way and Information Technology (IT) in communicating issues affecting the Right of Way Management System.
5%	M	Updates Powers of Attorney, HQ Signature Styles.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise others.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

**General Abilities:** The incumbent must have the ability to work with a high degree of independence and initiative, but must also have the ability to work cooperatively and effectively and to communicate tactfully with all levels of staff in Right of Way. The incumbent must have the ability to reason logically and to exercise sound judgment.

**Knowledge:** The incumbent must know techniques of editing and preparing material for publication including usage, grammar, punctuation, and spelling; diction and syntax. Additionally, must be able to edit and organize the layout of printed materials; do reference work; analyze situations accurately; and adopt an effective course of action. Finally, the incumbent must possess familiarity with Right of Way activities.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor workmanship and accuracy in the products produced will reflect negatively on Right of Way and may also result in illegal or improper performance of Right of Way activities.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent will have frequent contact with Senior R/W Agents in HQ R/W as well as with personnel in Caltrans Reprographics and Publications and district R/W staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the incumbent are complex, detailed, and varied requiring independence of action and decision-making. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must be a team player with a positive attitude.

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### WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. You may also be required to travel throughout the state on a regular basis.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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. The selected

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candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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