

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Division of Equipment/Executive Management	
WORKING TITLE Executive Analyst	POSITION NUMBER 932-001-5393-925	REVISION DATE 12/20/2022

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 Chief, Division of Equipment (DOE), and in consultation with the DOE Chief of Staff, the incumbent performs various responsible and complex duties associated with the Division's program and administrative requirements. The incumbent provides analytical and administrative assistance to the Chief and Division management and evaluates effectiveness, efficiency and economy of operation and identifies and recommends program improvements. Ensures the Division meets proper standards of quality, effectiveness, and timeliness in responding to ongoing special projects and unique assignments. The work requires detailed knowledge of the Department's organizational procedures, policies, and current issues.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement, 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 - Engagement, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - 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 - Engagement, Integrity, 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 - Engagement, Equity, 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 - Engagement, 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 - Engagement, Integrity)
- **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 - Engagement, Integrity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Engagement, Pride)

**TYPICAL DUTIES:**

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

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25%	E	<p>Independently organizes, reviews, monitors, and tracks all documents received for the Division Chief and determines whether the materials should be handled by the Division Chief or delegated and routed to appropriate senior level staff for attention. The incumbent provides a wide range of high-level administrative services and regularly communicates with Caltrans Executive-level management, district managers and supervisors, private and public groups, and the general public.</p> <p>Bring to the Division Chief's attention all high priority emails or deadlines. Tracks email due dates and responses and sets reminders of deadlines and/or due dates as they approach to ensure they are met. Responsible for maintaining the Division Chief's appointment calendar. Processes all meeting requests as they arrive, providing confirmation of attendance, date, time, place, subject, and attendees at meetings; and advises of cancellations. Maintains communication so that the Division Chief is notified of all changes to the schedule and has all necessary documents and briefing memos prior to meetings. Records accurate meeting minutes and notes, as appropriate. Ensure meeting conference rooms are available for the date and time and are prepared/set-up to present in a professional manner. May attend regular staff meetings to take notes and summarize information into minutes and relevant action items when requested. Independently checks on the status of pending items and materials for the staff meetings and independently gathers information for future meetings.</p>
25%	E	<p>Review all outgoing correspondence for signature, checking for consistency with administrative policy as well as style format, grammatical construction, clarity, and necessary changes as appropriate. Must have the ability to multi-task, adapt to changes in priorities in a fast-paced environment and complete tasks or projects on time with short notice and minimal guidance. Maintains the Director's Office Tracking System (DOTS) assignments, assigns tasks received from the Director's Office, and tracks, monitors and evaluates the progress and completion of those assignments. Monitors the mail log database to determine the timeliness and accuracy of responses.</p>
25%	E	<p>Research, compiles, and prepares various presentations and reports for the Chief, Chief of Staff, and the Office Chiefs. Written and oral reports include alternatives, recommendations and implementation plans for the Chief and/or his staff. Researches and conducts special studies and prepares administrative reports. Acts as liaison to the Director's Office and coordinates responses to sensitive correspondence from the Governor's Office, Legislators, and the Agency Secretary. Proof-reads, edits, and routes Issue Memorandums and Decision Documents on behalf of the Division. Interprets and applies relevant regulatory provisions, departmental/program policies and procedures, and administrative laws and practices regarding Division issues. Researches and analyzes proposed legislation on a broad array of subjects related to the Division. Prepares documentation regarding all pertinent facts of the legislation. Advises management on potential impacts. Reviews and tracks legislative bill analyses and provides written analysis to the Legislative Office.</p>
5%	E	<p>Provides assistance for personnel-related functions. Independently develops and maintains interactive database for purposes of tracking statewide DOE vacancies and status of new hires. Develops and implements tracking system utilizing scheduling software such as Microsoft Project, capable of updating and monitoring tasks and milestones and reporting on progress. Extracts and analyzes data, identifies problem areas, researches alternatives, and proposes recommendations. Using scheduling software, Microsoft Excel, PowerPoint and other presentation software, runs regular status reports and presents status to management. Assists the Personnel Liaison with various personnel matters including, but not limited to, the development and/or revisions of duty statements and organization charts, workload reviews, review and verification of personnel hiring, research for classification studies, assistance regarding disciplinary issues, resignations, terminations, and retirements.</p>
5%	E	<p>Serves as the Travel Coordinator for the Division Chief and executive staff. Make all travel and lodging arrangements, reservations, and create itineraries. Prepares trip and meeting information packets containing all necessary information including maps, reservations, points of contact information, confirmations, briefings, speaking points and other items necessary as applicable. Prepares Division Chief's and executive staff travel expense claims accurately and in a timely manner.</p>
5%	E	<p>Acts as Division coordinator for the California Public Records Act (CPRA) and Equal Employment Opportunity (EEO). Tracks and monitors all CPRA requests and EEO issues using various databases. Ensures all requests and issues are handled timely. As the Division EEO Liaison, handles the sensitive and highly confidential matters. Acts as the liaison to all Division Office Technician (Typing) staff. Provides guidance regarding administrative functions. At times, may be necessary to perform administrative duties for the Division Chief.</p>

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5%	E	Acts as Merit Award Program (MAP) coordinator and Employee Recognition Program (ERP) coordinator. Ensures MAP suggestion is either an improved procedure or that it improves safety; reviews cost savings associated with the MAP for accuracy; works with management to justify eligibility and level of ERP nominations; ensures nomination criteria is complete and accurate; works with the Division's Budget Analyst to ensure award allocation does not exceed budget capacity; forwards documents and tracks progress and outcome; advises management of final decisions.
5%	M	Monitors and updates the electronic security system; secures badges and issues card keys to Division staff. Reviews security system reports for entrance/egress problems or violations and is the Liaison with HQ Security staff to resolve security system problems.

<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**

None. This position does not supervise staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position will deal with confidential information on a routine basis. The incumbent must be able to maintain confidentiality and appropriately handle sensitive information. The incumbent must have a complete knowledge of the organization, policies and procedures of Caltrans. The incumbent must have knowledge of State and federal laws that govern Caltrans. The position requires technical knowledge of writing formats, correspondence screening, public relations etiquette, and departmental policies and procedures.

The incumbent must have the ability to work in a team environment, be open to new and different ideas and opinions, and have the capacity for creative thinking and problem solving. The incumbent must demonstrate effective oral and written communication skills. The incumbent must have ability to multi-task, manage simultaneous projects with short deadlines, and deliver quality products. The incumbent must be able to maintain a high level of confidentiality. The position requires the ability to organize and analyze large volumes of data and information.

The incumbent must quickly analyze complex problems and propose solutions, including a plan to achieve those solutions. The incumbent must possess the ability to collect, develop, categorize, maintain, and summarize information to present clear and concise correspondence, reports, and technical documents.

**Desirable Qualifications**

- 1) Strong communication (written and verbal) skills
- 2) Computer literacy including a solid working knowledge of MS Word, Excel, PowerPoint, Outlook and Adobe Acrobat
- 3) Holds self accountable for delivering quality service and products
- 4) Ability to multi-task, think critically, and problem-solve in a fast-paced work environment
- 5) Strong organizational, tracking and time management skills with the ability to work both independently or as part of a team
- 6) Reliable and consistent attendance

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent must make decisions and provide advice and assistance on varied and general issues requiring diplomacy, sensitivity and confidentiality. Errors will have a significant impact on the internal and external operations of the Department and could and discredit the Division and the Department. Negligence in these duties could result in delays of appropriate action, claims against the State, a poor public image and may jeopardize cooperative relationships with business partners leading to delays in project delivery.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent is expected to maintain effective communication and positive interactions with diverse staff at all levels including executive management, District and Programs within the Department, public and private agencies. The incumbent will work with all levels of staff and management within the Department of Transportation, especially within the Division of Maintenance, Division of Equipment, and Division of Administration, in addition to other internal and external entities.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: The incumbent may be required to sit for long periods of time using a keyboard and viewing a monitor. The incumbent will occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of responsibilities associated with the positions.

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**Mental:** Must have the ability to manage multiple high priority tasks with competing deadlines, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent will have to adapt behavior and work methods in response to new situations or information, changing conditions, or unexpected obstacles. Must be able to concentrate with various interruptions and noise in the area, in order to complete assigned tasks and meet strict deadlines.

**Emotional:** This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Must deal effectively with pressure while maintaining focus and remaining professional even under adversity.

### WORK ENVIRONMENT

The position is in Sacramento at 3400 R Street. The incumbent will work in a climate-controlled office under artificial lighting and will use a telephone, computer keyboard, mouse and monitor to complete tasks. The environment is fast paced and busy; and requires considerable flexibility in managing time, priorities and assignments. The incumbent may occasionally take transportation (car, light rail, bike, walk, or other alternatives) to other state facilities for training and meetings.

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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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