

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION PMP/Human Resources/Hiring & Position Management	
WORKING TITLE HR Liaison and Position Management Analyst	POSITION NUMBER 900-074-5393-921	REVISION DATE 06/10/2024

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 Branch Chief of the Hiring & Position Management Branch, a Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) serves as the journey level analyst between the divisions of Planning and Modal Program (PMP) and the Division of Human Resources (DHR). The AGPA is responsible for providing guidance and direction to PMP hiring managers on a variety of assignments in the areas of hiring and position management.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Equity, Innovation, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - 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 - Equity)
- **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 - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **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 - Engagement, Equity)
- **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 - Innovation, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	Requests documents from hiring supervisors to prepare, review, assemble and audit PMP Position Action Request Form (PARF) packages. Submits completed PARF packages to the DHR for final review, approval and processing. Monitors PARF packages after submission to DHR in order to provide updates to hiring supervisors. Reviews PMP CalCareers job postings for accuracy and monitors applications. Works with hiring managers and panel members in contacting applicants to schedule interviews and provide instruction relevant to the interview. Hosts interviews to provide guidance and direction to the panel members and interviewees and to monitor the interview rooms to assist in maintaining compliance and confidentiality. Works with hiring managers to ensure all final hiring documents are completed accurately and submitted timely to DHR. Provides on-boarding information to hiring managers and processes relevant on-boarding documents.
20%	E	Monitors and maintains confidential hiring and position management files for the divisions of PMP, which includes PARF package documents and supporting substantiation. Maintains trackers to ensure timely completion of the recruitment process steps and accurate record keeping. Researches, analyzes, updates, and manages hiring and position management guidance manuals, frequently used forms, and information relevant to hiring actions from statewide resources, such as Department of Transportation DHR, State Personnel Board, and the California Department of Human Resources (CalHR); seeks clarifying guidance and direction from DHR. Reviews, researches, and monitors vacancy reports to ensure accuracy and establish plans to work with managers on hiring efforts.
15%	E	Prepares temporary assignment advertisements and forms for submission to DHR. Monitors requests for temporary assignment advertisements, including advertisement post dates and final filing dates, and appointments, and works with hiring managers to select candidates. After the temporary assignment candidate is selected, submits related temporary assignment paperwork for final review, approval and processing by DHR. Monitors temporary assignment end dates to ensure compliance with all rules regarding length of assignments and prepares for right-of-return of the employee to their previous position.
15%	E	Conducts complex research of hiring and position management processes, policies, manuals, government rules, laws, and codes to ensure compliant hiring and position management standards. Researches and in partnership with DHR, provides guidance and direction on various hiring and position management topics, including: promotions-in-place requests, Training and Development assignments, limited term appointments, Hiring Above Minimum, right-of-return, time base changes, etc. Maintains accurate and complete organizational charts for the divisions of PMP.
5%	M	Leads various other special projects as requested by the PMP. Performs other job related duties within the scope of the classification as assigned.

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 may act in a lead capacity and will guide and train other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's mission, vision, goals, and objectives. Knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Knowledge of administrative functions, including State Personnel policies and practices, and a working knowledge of the planning programs and how they fit into the overall Departmental goals. The ability to consult with and gain cooperation of other State organizations; to work independently; to work under adverse circumstances; exercise good judgment; and tactfully resolve complex and sensitive issues. The ability to prioritize work. The ability to exercise good writing skills; follow oral and written directions; be responsive to the needs of the public and employees of Caltrans and other agencies; and analyze situations and take effective action using initiative, resourcefulness, and good judgment. Knowledge of computer applications, hardware and software, and be able to prepare and analyze comprehensive reports and make sound recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for effective decisions, actions, planning, and consequences. Responsible for ensuring the effective use of personnel positions, established positions, and operating expenses. Errors in judgments, planning or decisions may result in project delays that could increase project costs. Failure to adequately manage information systems and other administrative functions would result in overall loss of credibility and efficiency of the Planning and Modal Program Management Division

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PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain effective working relationships with Headquarters, Districts, and the public. Consistent with good customer service practices and the goals of the Caltrans Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships. Ability to focus for long periods of time. Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships

WORK ENVIRONMENT

Occasional reaching above shoulder level, bending/stooping, and occasional lifting up to fifteen (15) pounds. May be required to travel to meetings.

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

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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