

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 85/EEOP/Data and Mandated Reports Unit
WORKING TITLE Reporting Analyst	POSITION NUMBER 900-040-5393-017
	REVISION DATE 10/01/2024

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 direction of the Staff Services Manager I, Data and Mandated Reports Unit, the Associate Governmental Program Analyst will assist in generating the Department's Equal Employment Opportunity Program's (EEOP) mandated reports, performing research, analysis, and report development on EEOP topics, and collaborating internally and externally in support of EEO and Diversity, Equity, and Inclusion (DEI) initiatives.

The objective of the EEO Program is to promote and enforce equal employment opportunity for all applicants, employees, and individuals with whom department staff interacts to ensure a work environment free of discrimination. The incumbent must have a thorough knowledge of the department's EEO Director's Policy and Deputy Directives and Equity Statement, Title VII of the Civil Rights Act of 1964, Fair Employment and Housing Act, Government Code, Code of Federal Regulations, and Diversity, Equity, and Inclusion principles. Travel may be required. 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 - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Equity, Innovation, Integrity, Pride)
- **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, 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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - 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 - 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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	Under the direction of the SSMI for the Data and Mandated Reports unit, the incumbent completes the department's annual and biannual EEO reports including, but not limited to the Workforce Analysis, Language Survey, Disability Survey, Veterans Status Survey, Annual Self-assessment Report, Affirmative Action, and EEO-4. Develops procedures, guides, and tools supporting these reports.
		Collaborates with the Division of Local Assistance and Rail and Mass Transit to monitor and review the Equal Employment Opportunity Plans for subrecipients who meet the criteria detailed within section 1.4 of the FTA Circular 4704.1A. Provides findings and performs follow-up and tracking of action items for subrecipients.
		Reviews complex statistical workload data based on Program priorities, while researching and tracking trends. Analyzes existing reports and determines the best way to communicate the reports content and conclusions by adding charts, graphs, and graphics to help convey the message.
		Completes annual literature reviews of all EEO materials including, but not limited to, EEO Staff guide, Religious Awareness and Accommodation Guide, and Bilingual Services program. Conducts comprehensive research on metrics, data products, methods, limitations, usability, and strategies.
40%	E	Meaningfully engages a wide variety of stakeholders in challenging dialogue and critical self-reflection around racial identity, disabilities, implicit bias, systemic racism, structural inequities, etc. Understand, interpret, and apply policies, procedures, contracts, laws, regulations, and labor/management agreements.
		The incumbent may facilitate monthly, quarterly, and adhoc meetings with Discipline, Civil Rights, Local Assistance, Rail and Mass Transit, and HR on data or activities that feed into Employment Practices Charts, underutilization tracking, and other mandated or required EEO reporting. Will develop presentations and assist with the planning, coordinating, and logistics associated with hosting the annual EEOP technical conference.
		Participates in meetings, forums, and on committees for various Statewide groups that advance diversity, equity and inclusion. This includes but is not limited to: California Civil Rights Officer's Council, Disability Advisory Council, Caltrans Disability Advisory Council, Federal Highway Administration and Caltrans Office of Civil Rights monthly meeting, EEO Statewide, EEO Community of Practice, and others.
5%	M	As a team member, assist in preparing special assignments, reports and presentations on EEO related matters which may include; EEO Program trainings, DEI statistics, Caltrans Demographics, and/or workforce and employee lifecycle best practices. Ensure that Program milestones are tracked and documented. Assist with program deliverables, policy, guidance review and coordination.
5%	M	Performs other work commensurate with the Associate Governmental Program Analyst classification. May occasionally act for the Unit Supervisor in their absence.

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

The position does not supervise. May act as a lead to guide and help train others in performing specific tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have clear understanding of data analysis, implementation strategies, and concepts and terminology used in research. Basic knowledge of trend analysis procedures, time management techniques to provide for efficient prioritization and completion of projects and assignments. Must have a strong sense of computer skills including Microsoft Office Suite.

Ability to analyze data and present ideas and information effectively both orally and in writing; prepare spreadsheet summaries, reports, charts, and tables; design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments. Must be able to work successfully both independently and as part of a team; to establish and maintain cooperative working relationships; to carry out assignments expeditiously.

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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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for effective, pertinent, and accurate collection of information necessary for the development, documentation, and maintenance of EEO databases and systems; responsive reporting and analytical support on various subjects in alignment with EEO and DEI initiatives. Failure to effectively evaluate, interpret, and provide clear reports on both data and information can directly impact program operations. Misjudgment may also have a detrimental effect on operations and hinder the achievement of program goals.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of employees in EEO and various other programs located throughout the state, as well as outside vendors. The incumbent must work in partnership with various interdisciplinary teams comprised of varying degrees of classifications within EEO and Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements may subject incumbent to occasional bending, stooping, and kneeling. Incumbent must have ability work on a keyboard, with a video display terminal and may be required to sit and/or stand for long periods of time. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, evaluating large amounts of data, report writing, analysis, and reasoning. Must have the ability to multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Incumbent must be able to deal effectively under pressure, maintain focus and intensity even under adversity.

Must be open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to manage a diverse workload, delegate assignments as appropriate, and keep manager apprised of workload status and any items that may impact timely completion. Required to consider and to appropriately respond to the needs, feelings, and capabilities of different people and different situations. Must use tact and treat others with respect.

WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent may be required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may be required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

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 headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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.

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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