

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION Division of Equipment-Budgets & Admin	
WORKING TITLE Business and Data Analyst	POSITION NUMBER 932-001-5731-925	REVISION DATE 11/1/2024

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 general supervision of the Strategic Planning Manager, a Staff Services Manager I, the Research Data Analyst II (RDA II) performs independent, varied, and complex research and analysis to optimize and import data into, develop, and design a user-friendly dashboard for the Division of Equipment (DOE) Career Advancement Database. The RDA II acts as project lead to research, coordinate, compile, analyze, and interpret the data required to develop, optimize, and maintain the database. The RDA II also uses strong analytical techniques to document, analyze, and make recommendations related to DOE processes, especially in places where they do not currently exist. The RDA II will provide, as needed, technical assistance such as development of data models and dashboards for related Strategic Management projects.

CORE COMPETENCIES:

As a Research Data Analyst II, 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 - Innovation, 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 - 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 - Engagement, 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, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

40%	E	Under general supervision, perform complex research and data analysis to develop, modify, and maintain the comprehensive and user-friendly Career Advancement Database for customer retrieval of individual and classification-specific training, resources, and employee development plans. Work closely with management and subject matter experts to identify work priorities and gaps, and inform research and data collection to produce, modify, and maintain the database. Research, sort, and analyze a wide body of data pertaining to duty statements, task analyses, manuals and resources, and training courses using Microsoft Excel. Analyze quantitative and qualitative data and issue recommendations, identify improvements, and/or develop new solutions for the data to convey a user-friendly experience in the Career Advancement Database. Modify and design the database interface in PowerBi. Determine and conduct user-testing and quality assurance reviews on the database and corresponding data output.
30%	E	Use a wide variety of analytical, collaborative, and reasoning techniques to document and analyze DOE business processes, operations, data, and reporting. Identify areas for improvement and formulate solutions to integrate changes into existing business processes and systems where precedents are nonexistent or lacking. Build process maps, written procedures, and conduct assessments of business processes and data. Conduct gap analysis and research to define the difference between the current state and a proposed state, identify factors that are preventing achievement of a desired state, if existing systems or processes can be modified, and what improvements in new systems or processes are needed. As needed, participate in various DOE meetings to understand organizational changes that have the potential to change business or automated processes and use this information to inform business process mapping and process improvements.
15%	E	Develop written materials such as manuals and procedures to support database usage, data analysis, database functionality, and knowledge transfer. Develop educational materials, presentations, tutorials, and provide training for DOE management and staff on extracting and utilizing data from the Career Advancement Database. Participate in meetings to understand organizational needs that have the potential to inform data collection, data analysis, database functionality, and user experience, and make recommendations and interpretations, accordingly. Proactively consult with partners for data gathering, data interpretation, and user experience; and proactively recognize when issues and/or decisions need to be elevated to management.
10%	E	Perform special projects such as data gathering, report building, and data analysis to support DOE business needs. Produce dashboards, as needed, that clearly and functionally display data related to the DOE strategic plan and for other special projects, such as key performance indicators (KPIs). Provide support, as needed, for DOE strategic planning efforts and in the collection, tracking, and analysis of KPIs to measure achievement of business goals and operations.
5%	M	Performs other related tasks, as needed, for Office of Budgets and Administration and other DOE programs.

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

None. May function as a lead for certain assignments as well as assist in providing technical expertise to facilitate staff development on an ad hoc basis.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Department's mission, vision, goals, and programs; and the laws, rules, and policies of the State of California. The incumbent must possess knowledge of pertinent laws, statutes, and regulations regarding resources, contracts, and general office operations.

In addition to Microsoft Excel and PowerBi, the incumbent should possess computer skills (including Microsoft Office Suite and other business intelligence software programs) to query, validate, format, and organize structured data. The incumbent should also possess effective writing skills; knowledge of budget development and resourcing; and an understanding of, and ability to effectively utilize, accounting, economics, statistics, and forecasting methods in the performance of their duties. Must have the ability to reason logically and use various analytical techniques to make recommendations. The incumbent must be able to multi-task, adapt to changes in priorities, and complete tasks with short notice. The incumbent must have the ability to communicate effectively; prepare and present technical information in a format that emphasizes the points that are most meaningful for management. Must be able to establish and maintain cooperative working relationships and to work effectively with others to develop and recommend solutions to sensitive and complex problems.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for effective, pertinent, and accurate collection of information necessary for the development, documentation, and maintenance of DOE databases and systems, and responsive administrative support on various subjects related to Human Resources, Learning and Development. Failure to effectively evaluate, interpret and provide clear reports on data/information can have a direct impact on the program operations, and misjudgment may have a detrimental effect on operations and the achievement of program goals. Errors could result in budget cuts to program and mismanagement of public funds, adversely affecting DOE's ability to deliver on the Equipment program.

PUBLIC AND INTERNAL CONTACTS

The incumbent works with all levels of staff and management as internal customers and clients within DOE and other Divisions of the Department, including the Learning and Development Office and other Districts. May also, on occasion, communicate with external entities, such as CalHR, CalLearns, and training and consulting vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to use a keyboard and video display terminal. The incumbent must have the ability to develop and maintain friendly and cooperative working relationship with those contacted in the course of the work and to communicate effectively. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The candidate must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

WORK ENVIRONMENT

This position is part of a distributed team that involves teleworking and reporting to the office in a hybrid capacity. While in the State facility, the incumbent will work in a climate-controlled office under artificial lighting.

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.