

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION District 7/Maintenance/North Region | |
| WORKING TITLE Training Coordinator (AGPA) | POSITION NUMBER 907-610-5393-xxx | REVISION DATE 11/2024 |

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 Maintenance Manager II (MM II), the Associate Governmental Program Analyst (AGPA) performs a wide variety of complex analytical services for North Region. The incumbent serves as the Region Training Coordinator. The incumbent is expected to perform full journey level work, exercise a high degree of initiative in performing assigned tasks, and is accountable for prompt and accurate work, along with excellent customer service. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers.

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. (Safety First, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Safety First, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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| 40% | E | Training Coordinator for the North Region. Serves as liaison with District Training Coordinator, Headquarters Training, outside vendors and contractors. Reviews and processes training requests to ensure compliance with departmental training policies and regulations. Register trainees by entering registrant data into Learning Management System (LMS), confirms attendance to ensure course credit. Reviews training records for all region employees for compliance of mandated training requirements. Monitors and determines training needs for employees using the Learning Management System (LMS). |
| 35% | E | Ensures that employees licensing and training qualification/certifications are compliant in Staff Central, maintains the training spreadsheet in Region's shared drive. Generates and monitors reports to track incomplete training and certification. Develops and coordinates presentations of mandated and non-mandated training for field personnel. Performs the New Employee Orientation for new employees in the Region. Provides training reports to management as necessary. |
| 20% | E | Makes travel arrangements (plane and/or car rentals) for employees through Concur with the Cal Travel Store in accordance with provisions of the Department's contracts and ensures that travel arrangements are confirmed. Inputs data in Advantage to obtain Travel Advance's for field employees. |
| 5% | M | Provides back-up coverage for the Region Hiring Analyst. Performs other duties as directed. |

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and methods of public and business administration, including Department Administrative process, organization and personnel management; administrative analysis; budget and accounting processes; principles and practices of general business management; procurement policies; safety practices; organization and functionals of the Department and the Division of Maintenance; a variety of analytical techniques to resolve complex administrative problems; effective interaction with managerial and professional staff; methods and techniques of effective team leadership; administration processes as well as knowledge of business administration and support services, such as office management; personnel and management analysis, data gathering and report writing; personal computers and a variety of software programs; Microsoft computer applications including word processing and spreadsheets.

Ability to: Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop, evaluate alternatives and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data and present ideas and information effectively both orally and in writing; utilize a variety of analytical techniques to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; gain and maintain the confidence and cooperation from others; independently evaluate and implement policies and procedures; effectively manage time while performing a variety of functions; and use Microsoft computer applications, such as Word, Excel, Access and Power Point. The incumbent must be able to identify problems and issues, develop and compare alternatives and provide sound guidance to management.

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Analytical Requirements: The position responsibilities require a high degree of analytical ability. Incumbent must be able to analyze written and numerical data and interpret such data into management reports, policies and directives. Incumbent must be able to assimilate and evaluate technical procedural input from legislation, federal regulations, department policies, program definitions, budget and personnel decisions, then consider the impact of changes and develop and recommend course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform in any aspect of the incumbent's responsibility could cause the expenditures of various funds not to be budgeted and may have adverse effect on the North Region's ability to meet the requirements of the District's mission, vision, and goals.

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PUBLIC AND INTERNAL CONTACTS

This position has extensive contact with personnel in Headquarters, in the District upper management and staff. There is also some contact with the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Incumbent must be able to sit for long periods of time using a computer. May transport and/or carry boxed material from the office to storage areas which may weigh 0 to 15 pounds. Must have ability to focus for long periods of time. Reaching may include filing. Twisting may include lifting, filing, using computer, or telephone. Must have ability to climb up and down stairways at the District Office.

Mental - Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines at times; reason logically, draw valid conclusions, make appropriate recommendations, and adopt an effective course of action; create a work environment that encourages creative thinking and innovation; encourage others to provide the quality of service essential to high performance.

Emotional - Incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems. The position requires to deal tactfully and courteously with public and field crews under possible adverse conditions. Incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity or improve quality. This incumbent must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

WORK ENVIRONMENT

While at the base of operation, incumbent works in a climate-controlled office under artificial light. However, the building temperature may fluctuate due to periodic problems with the heating and air conditioning. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Incumbent may be required to travel in state and to the District Office. Travel in state to other districts is not that frequent. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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