

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION DES/GS/OGDPP	
WORKING TITLE Geotechnical Analyst	POSITION NUMBER 559-325-5393-001	REVISION DATE 02/22/2024

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 Office Chief, Office of Geotechnical Design Policies and Practices (Supervising Transportation Engineer), the incumbent is responsible for managing the Geotechnical Services (GS) various websites, databases, budgets, records and documents. The incumbent will also be responsible for reviewing draft documents and technical guidance for clarity and ADA compliance. The incumbent provides support of the GS quality management system which includes managing and tracking quality tasks, requests, audits, and reports. The incumbent will support training and outreach efforts including scheduling, tracking budgets and completion of each item.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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)
- **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 - 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 - Engagement, Integrity)
- **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, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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 - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

15%	E	Work on the development and maintenance of geotechnical websites, discussion board, mailboxes and various geotechnical databases. Acts as a GS site-core web master, web tool administrator and database administrator. Responsible for the web content of the subdivision website (Intranet/Internet). Review and monitor webpage content, ensuring timely update and accuracy of website postings. Design, develop, document, and maintain webpages using various web development tools. Review geotechnical archive submittals for clarity and compliance. Develop and maintain tracking system of workload, providing status and completion of work product. Refer questions and requests from websites, discussion boards or mailboxes to appropriate staff for response.
15%	E	Ensures that geotechnical guidance and documents developed by Subject Matter Experts are ADA compliant per Caltrans standards. Performs ADA Remediation of draft documents to prepare for posting on the Internet. Acts as lead ADA remediation resource to other design offices in an effort to assist and resolve issues related to ADA compliance. Develops templates, guidance and other tools to assist GS staff with providing ADA compliant documents.
15%	E	Assists in the management of GS geotechnical design quality management system and quality management plan documents and policies. Assists with managing and tracking requests, quality tasks, audits, and reports that are related to continual improvement efforts. The incumbent assists in coordinating GS team meetings to ensure quality tasks stay on track and completed in a timely manner. Periodically assists the GS Quality Management Representative in completing quality improvement related activities. Performs complex technical and analytical staff assignments such as quality program planning and development; assists in conducting surveys for data collection and making improvements; and make recommendations on a broad spectrum of administrative and program-related problems. Work collaboratively with other office and Department staff on these efforts.
15%		Manages geotechnical software (SCN25) budgets and inventories, which includes developing and reviewing invoices, expenditures and available resources. Acts as a liaison between GS and IT Software Deployment & Applications Support Team for geotechnical software. Acts as a liaison to other geotechnical design and support offices to help ensure software invoices are obtained on-time.
15%		Assists with procurement of IT and Non-IT goods that support GS and project delivery. Manages invoices, budgets, expenditures and other records to ensure compliance with policies and procurement plan.
10%	E	Manages geotechnical in-house training and outreach efforts to other units, which includes scheduling, tracking, budgets and completion of the Project Delivery Professional Development training. The incumbent will assist in reviewing technical content and training that is produced by subject matter experts to ensure it is clear, concise and effective.
10%	E	Manage office records, various accounts and inventories. Assist office by with various administrative tasks including collecting and sending out various types of correspondence and shipments.
5%	M	Reviews a variety of technical documents and communications for clarity and grammatical errors. Work on special assignments as designated by the Office Chief.

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

Supervision is not a requirement of this position but the incumbent may act as a lead OGDPP team member to accomplish a task.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of current business administration practices including personnel and fiscal management, purchasing, safety, organization, training, modern office methods, forms and equipment. He/she must demonstrate the ability to accurately analyze situations, research and utilize problem-solving techniques to resolve complex administrative or governmental problems and to prepare concise written and/or verbal responses to complex human resource related issues. The ability to analyze problems and 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.

The ability to communicate effectively orally and in writing. The ability to effectively work in a team environment and coordinate with various levels of management and staff, both in person and through telephone communication. The ability to establish and maintain positive, cooperative working relationships with a variety of classifications and all levels of management within the Department, other agencies and the construction industry.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

The ability to collect, develop, categorize, maintain, analyze and summarize data/information, and to write clear concise correspondence, reports, and technical analysis. The incumbent must be well organized, logical, and utilize good time management skills. The incumbent must be able to learn new tasks quickly and multi-task in order to complete assigned tasks within the agreed upon deadline(s). The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving.

Knowledge and ability to work proficiently with a personal computer equipped with e-mail (MS Outlook), word processing and spreadsheet software including Microsoft Office Products: Word, Excel, Access and Power Point is required. Experience using EFIS, Filemaker Pro, Adobe Acrobat and Internet applications is highly desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Division management. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of the Division in meeting its goals, objectives and fiscal constraints. If the information is not correct and timely it can have a major impact on management decisions and could adversely affect the Division's mission in meeting its goals, objectives and fiscal responsibilities.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with all levels of Engineering Services staff and frequent contact with personnel throughout the Department and the public. He or she must be able to address division-related issues and questions from all requestors, both within and outside Caltrans including other State and Federal agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods of time using a keyboard, mouse and video display terminal or while attending meetings. Must have the ability to maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and reasoning. Must be able to maintain cooperative working relationships and respond appropriately to difficult situations. Must be able to work in a team environment. The incumbent must possess the ability to develop and maintain cooperative working relationships and have a positive and friendly attitude and a willingness to learn.

The incumbent must be able to effectively communicate in English and may be required to make presentations, lead and facilitate meetings, and serve on committees and special project teams. The incumbent must be able to sustain the mental acuity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

The incumbent must be able to handle multiple tasks, while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies and procedures. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must be able to organize and prioritize large volumes of technical documents and/or software inventories.

The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting under artificial lighting. The incumbent performs assigned tasks in a work environment having sufficient light, reasonable noise levels, and climate-controlled. DES houses employees in cubicles supplied with PC's and other tools. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to travel to other satellite offices for training and/or meetings.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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