

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 04/Construction/Personnel	
WORKING TITLE Position Management Coordinator	POSITION NUMBER 904-501-5393-XXX	REVISION DATE

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 supervision of a Staff Service Manager I, this position handles a variety of complex technical and administrative tasks. The role includes planning, organizing, and managing personnel positions in the Division of Construction. The incumbent will oversee position control, provide expert advice on personnel matters, and support operations by coordinating recruitment, classifications, and organizational planning. The role also involves advising management on staffing strategies, resource allocation, and helping the division meet its goals. The incumbent may also assist in developing personnel policies, prepare reports, and work with Resource Management and Budgets to address workforce and position challenges.

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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Advance Equity and Livability in all Communities - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Advance Equity and Livability in all Communities - Innovation)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Innovation)
- **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 - Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **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 - Pride)

TYPICAL DUTIES:

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

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)

45%	E	<p>Serves as the liaison between Construction and Resource Management to ensure authorized positions from the Position Tracking Automated System (PTAS) align with staffing needs. Prepares and delivers periodic status reports for management, offering insights and recommendations to support accurate staffing decisions. Researches, develops, and implements processes to mitigate risks of overstaffing or understaffing.</p> <p>Drafts, reviews, and coordinates key personnel documentation, including position justifications, duty statements, staffing plans, and organizational chart updates. Oversees the maintenance and updating of employee personnel records, including bi-annual emergency information updates. Manages internal notifications regarding employee transfers and new assignments within the Division. Conducts in-depth analyses and forecasts staffing needs using advanced projection methodologies. Continuously evaluates workload trends and peaks to recommend optimal resource utilization. Develops the annual staffing plan through comprehensive analysis of future personnel trends and challenges. Manages staffing and budget planning by generating, analyzing, and auditing data from various systems, creating detailed queries, reports, and spreadsheets.</p>
35%	E	<p>Incumbent is responsible for preparing, and thoroughly analyzing Position Action Request Form (PARF) packages and Vacant Position Ads. This task requires working closely with hiring managers regarding all requests to incorporate information correctly and accurately. Requests are processed for a variety of reasons, such as, establishing new positions, filling or reclassing vacant positions, unit or serial changes, temporary help (retired annuitants), CBID changes, and various other personnel action requests. Provide technical guidance to supervisors/managers, employees and the public regarding the hiring process, and hiring practices within Construction. Ensures staff maintains and updates the Personnel Database with all pertinent information needed for confidential and work related changes and information. Compares information with the Division's D4IMS for accurate and updated information. Prepares reports for management accessing database information.</p>
15%	E	<p>Incumbent serves as back up and assists when necessary regarding the processing of PARFs, organization charts and other personnel related special projects which may include reports to management and updated status of various personnel reports which may include loaned and/or transferred employees and consultants.</p>
5%	M	<p>Assists management in researching, compiling data and analyzing information related to personnel operations. Researches and analyzes complex and sensitive program issues to verify consistency with department policies and procedures. Identifies issues and items where action by the Staff Services Manager I is required. Attends training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope and operational need of the unit as required.</p>

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 serve as lead worker for the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles of public administration, organization and management; analytical techniques; effective oral and written communication techniques; district and departmental policies, and the State Administrative Manual. Must be proficient in the use of MS-Word, MS-Access, MS-Excel and PowerPoint. Intermediate to advanced computer knowledge are a highly desired requirement.

Ability to: Analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must be able to evaluate budget constraints, Division, District and Departmental policies, the budget process and be able to recommend optimum use of the operating budget. Will be required to review, analyze and compare performance data and specifications of a technical nature to insure that any products purchased will meet the needs of the Division of Construction.

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)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in the analysis of any personnel related work/process arising in the areas of responsibility; preparation of reports, documents, and correspondence could result in misdirected staff work, significant cost overrun, and substantial project delivery delay.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to communicate with all levels of District Management, other State Departments and Federal regulatory agencies. Will be required to make presentations to various groups. Must be able to project competence and integrity when representing the Division of Construction Personnel Unit.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling. Employee will be expected to do extensive detailed computer reports using various calculations and formats. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel on occasion.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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