

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION HQ / Budgets / Capital and Finance	
WORKING TITLE Research Data Analyst II	POSITION NUMBER 900-082-5731-924	REVISION DATE 12/16/2024

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 Staff Services Manager I, Revenue Forecasting and Financial Analysis Branch, the Research Data Analyst II (RDA II) in a lead analyst capacity, is responsible for independently performing a wide variety of technical research, analytical, and consultative staff services assignments related to financial information for Caltrans' various funds & accounts including the State Highway Account (SHA) and Road Maintenance and Rehabilitation Account (RMRA), which are Caltrans' primary and most complex funds. The incumbent is also responsible for evaluating changes to Caltrans' programs and assessing the impact on future resources and commitments. The incumbent must demonstrate consistency, prudence, initiative, and the ability to complete very detailed and accurate work with a high degree of independence and originality in performing job functions.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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 - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Cultivate Excellence - Innovation)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

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45%	E	Develop and modify financial models using statistical trend analysis to forecast and monitor the cash balances of various funds and accounts, including the SHA or RMRA. Independently develop, analyze, and research methodologies to regularly update and maintain computer models used to forecast revenue and expenditure trends. Monitor and reconcile actual data as compared to projections, and identify and research variances, assess impacts, and notify management of potential effects. Forecast and monitor the cash needs of assigned accounts and funds based upon projected revenues and expenditures. Independently research, collect, analyze, and organize financial information on a variety of subjects impacting Caltrans' various funds and accounts. Initiate and independently analyze all activity for the incumbent's assigned funds, and provide weekly, monthly, quarterly, and annual reports to management regarding the status of the funds.
35%	E	Complete Fund Condition Statements and Schedule of Revenues/Transfers/Loans as part of the annual Budget development process. Formulate in depth responses to financial drills and requests initiated by both internal and external sources regarding Caltrans' revenues, expenditures, funding, programs, accounts and other financial information. Complete complex analyses, using various analytical techniques, on a variety of matters that could impact Caltrans resources, including (but not limited to): trends in fuel consumption and vehicle miles traveled, advancements in vehicle technology that have a potential impact on transportation revenues, changes in legislation relating to transportation resources, and ensuring accurate distribution of tax revenues. Design and implement research projects pertaining to financial and budget reporting for presentation to the California Transportation Commission and to Caltrans management.
15%	E	Apply complex and varied analytical techniques in evaluating proposed and new legislation in order to determine and report possible impacts on Caltrans' resources and programs. Design and implement research-related projects and/or develop policies and procedures related to various financial information or new legislation.
5%	M	Other duties as required.

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; however, the incumbent may act as a lead person in coordinating the work of others for large projects. Incumbent may also be required to provide training to others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The RDA II in this position must possess extensive computer skills (including Excel and Word), excellent writing skills, knowledge of budget development, and an understanding of accounting, economics, statistics, and forecasting methods. Incumbent must have the ability to reason logically and use various analytical techniques to evaluate financial, budgetary and economic issues and make recommendations: monitor and evaluate financial and budget data that covers a wide range of activities; evaluate the completeness and reliability of financial data; and consistently practice the principles of completed staff work, which includes being able to detect problems and make decisions to expeditiously make corrections.

The RDA II must demonstrate the ability to analyze problems accurately, develop appropriate solutions and recommend effective optional courses of action; identify improvements and to originate and develop new solutions which depart from traditional and existing patterns; and assume increased responsibility and exercise flexibility.

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; establish and maintain cooperative working relationships; and work effectively with others to develop, design, and implement solutions to sensitive and complex problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors or misrepresentation of facts can lead to serious consequences including, but not limited to; fund insolvency, loss of federal reimbursement eligibility, damage to the Caltrans' reputation, misjudgment in the planning of transportation expenditures, critical loss of certainty in revenue and financial forecasting, and Caltrans being in violation of constitutional or statutory requirements pertaining to the use of transportation resources. The incumbent must assume responsibility, and be able to provide defensible documentation, for decisions and recommendations made.

Incumbent is responsible for reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

This position is involved in politically sensitive issues related to transportation funding and often requires rapid responses to internal and external sources. The incumbent will have frequent contact with the Department of Finance, plus all levels of Caltrans management and staff. In addition, the incumbent may occasionally be required to contact the California Transportation Commission, State Controller's Office, California Department of Tax and Fee Administration, and other State agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to do the following: Sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multitask; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be able to perform effectively under rigid time constraints and pressure.

WORK ENVIRONMENT

While at their base of operation, employee will work in multi-floor building in a climate-controlled office under artificial lighting. When in the office, employee will be exposed to hazards associated with standard office equipment.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.

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

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