

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Director's Office of Sustainability	
WORKING TITLE Energy & Water Efficiency Analyst	POSITION NUMBER 900-074-5393-921	EFFECTIVE DATE 02/27/2025

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 direct supervision of the Energy and Water Efficiency Manager, the incumbent provides support in the development and implementation of policies, programs, and activities statewide to improve energy and water efficiency and reduce the environmental impact of Caltrans buildings and operations. The analyst is responsible for benchmarking the Department's water and energy usage, tracking and reporting the Department's scope 1 and scope 2 greenhouse gas emissions, researching greenhouse gas reduction strategies, and incorporating sustainability into Caltrans business practices. Provides support to districts and divisions on energy efficiency, demand response, utility usage, and water efficiency.

Caltrans Director's Office Sustainability values diversity, equity, and inclusion. We are committed to fostering an environment that supports, encourages, and celebrates the unique voices of our employees. We believe diversity inspires innovative solutions to strengthen our work for the people, planet, and prosperity of California. Join us and help us improve the lives of all Californians.

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. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, 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 - Engagement, Innovation)
- **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, Lead Climate Action - Engagement, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Lead Climate Action - 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. (Cultivate Excellence, Lead Climate Action - Engagement, Innovation, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Lead Climate Action - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Lead Climate Action - Engagement, Innovation)
- **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. (Lead Climate Action - Engagement)

TYPICAL DUTIES:

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

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35%	E	<p>Responsible for providing support to assigned divisions and districts to identify, analyze, and initiate energy efficiency, decarbonization, and water efficiency projects to help Caltrans meet the requirements of executive orders, legislative mandates, and other guiding policies. Participates and assists with coordination of onsite energy audits and energy project meetings. Develops and maintains an understanding of Caltrans facility portfolio and makes determinations of which locations have the greatest opportunity for improvements.</p> <p>Collaborates amongst internal and external partners to develop and initiate projects and provide support in the project process. Provides subject matter expertise to districts and divisions on different procurement strategies for energy efficiency, water efficiency, and decarbonization projects. Tracks project costs, milestones, and outcomes and prepares executive level briefing documents and recommendations. Maintains records of energy, water, and greenhouse gas reductions and prepares reports as required.</p>
25%	E	<p>Develops and maintains reports, dashboards, and other communications for internal and external use related to energy use, water use, greenhouse gas emissions, demand response programs enrollments, and renewable energy. Responsible for ensuring department's compliance with reporting requirements for facility benchmarking pursuant to Executive Order B-18-12, Assembly Bill 802, and other local ordinances. Develops organized methods and tools for collecting data from Caltrans facilities state-wide.</p> <p>Manages enrollment and maintains records of Caltrans participation in demand response programs and other resiliency programs and promotes participation.</p> <p>Ensures data for assigned districts and divisions is entered into Caltrans Energy Star Portfolio Manager (ESPM) and works with peers, districts, divisions, control agencies, and utility partners to collect and refine datasets. Utilizes Caltrans accounting database, Datalink, to validate energy bills and consumption data.</p> <p>Uses information from ESPM to generate, and analyze reports to aid in identifying opportunities to improve sustainable operations. Prepare narrative reports, charts, and graphical presentations on utility usage for meetings with district and divisional stakeholders.</p>
20%	E	<p>Research and track federal, state, and local laws and regulations, including the State Administrative Manual (SAM) and green building codes pertaining to energy conservation, water conservation/reuse, and other sustainable operations. Participate in inter-departmental work groups to review and evaluate current procedures and practices related to green operations, including building operations, procurement, maintenance operations, traffic operations, and construction activities. Utilize information gathered to update, expand or draft internal policies, procedures, and best practices to aid in meeting enterprise sustainability goals.</p> <p>Conduct research and collect information on green energy and water conservation grants, funding sources, and other programs that can be utilized by Caltrans to fund and improve sustainable operations. Make recommendations to leadership on process changes that will incorporate sustainability into Caltrans business practices.</p>
10%	E	<p>Participate in the development of the biennial Caltrans Sustainability Roadmap. Research and collect information on the status of department sustainability initiatives and collaborate with other departmental stakeholders to complete road map chapters. Make recommendations to leadership on process changes that will incorporate sustainability into Caltrans business practices. Create presentations, tools, dashboards, and guidance documents to promote a culture of sustainability at Caltrans.</p>
5%	M	<p>Participate in research seminars, sustainability work groups, and interviews with other state entities and prepare fact sheets, documents, presentations, web content, and other materials to present to departmental staff. May provide direction and guidance to student assistants or fellows. Works with ESTA's communications team to produce and disseminate communications promoting sustainable operations within the department.</p>
5%	M	<p>Administrative duties as required, including leave requests, timekeeping, performance metric tracking, travel reimbursements, and training. May act in place of the Energy and Water Efficiency Manager as necessary.</p>

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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 does not supervise other employees. May provide guidance to student assistants or fellows.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of State of California executive orders, management memos, laws, and polices related to sustainability. Ability to effectively utilize Microsoft Office Suite, including Word, Excel, and Powerpoint in the generation of reports and presentations; follow oral and written instructions; do neat timely, and accurate work; establish and maintain friendly and cooperative relations with those contacted in the course of work; maintain confidentiality; work effectively both independently and in team situations; collect and analyze data, prepare technical reports, and maintain records relating to performance measures and targets.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of errors or bad judgment can be serious. Incorrect analysis of sustainability information could lead to misdirection or delay in implementing aspects of the program. Inability to be accurate and timely, to work well with others, and maintain confidentiality can adversely affect team progress and possibly affect the implementation of the Department's Sustainability Program. Lack of interest and commitment to the big picture and goal of assignments will limit accuracy of decisions, learning, and usefulness of the products.

PUBLIC AND INTERNAL CONTACTS

The incumbent may confer with or advises employees/persons at all levels within Caltrans including executive management and staff across divisions and districts, as well as public, non-profit, and private sector partners. This often includes, but is not limited to, the Department of General Services, California Environmental Protection Agency, CalRecycle, other state and federal transportation agencies, educational and research institutions, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task, effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to adapt to changes in priorities; to develop and maintain cooperative relationships; and to focus for long periods of time.

Must be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations; act in a fair and ethical manner toward others; demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions; value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent works in front of a computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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.

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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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