

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Office of Driver Certification and Substance Testing
WORKING TITLE AGPA	POSITION NUMBER 702-015-5393-924
	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 direct supervision of the Branch Chief in the Office of Driver Certification and Substance Testing (ODCAST) the incumbent will receive technical instruction while providing administrative support for the Department's drug-free workplace, license, credential and certificate requirements for safety sensitive employees pursuant to Federal and State regulations and policies. Incumbent is expected to handle a variety of the most difficult duties in a timely and independent manner. This position requires verbal and written analytical communication skills, time management, document organization and the ability to follow internal processes as well as knowledge and ability to maintain and update external and internal databases. May serve as backup or provide additional support when staff are out of office.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - 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 - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

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

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40%	E	Knowledge and understanding of drug and alcohol, license, credential and certificate requirements pursuant to Federal and State regulations and policies which include United States Department of Transportation (US DOT), United States Coast Guard (USCG), Federal Aviation Administration (FAA), State of California and California Department of Transportation (Caltrans). The incumbent is required to review and process drug and alcohol testing forms with respect to Pre-Employment (New Hires, Upgrades, Commercial Motor Vehicle Training, Return to Work), Random, Return to Duty, Follow-Up and Responsible Suspicion. The Incumbent is required to add employees in the Employer Pull Notice Program, Random Testing Pools and confirm the candidate eligibility as determined by Federal databases pursuant to requirements contained in the Minimum Qualifications for the classifications.
10%	E	Prepare Adverse Actions, Letters of Warning, Summary Dismissals, Non-Punitive Terminations and determine whether Stipulated Settlement Agreements should be offered; review documentation provided by Districts.
5%	E	Process Stipulated Settlement Agreements (STIP) and Voluntary Agreements (VA) which include consulting with Districts and the employees. Advise employees of their rights, offer resources, and review all terms of STIPs and VAs, as well as consequences for non-compliance and future positive test results or refusals to test. Refer employees to appropriate contacts for substance abuse professional (SAP) services. Receive, review and process all required SAP documentation. Confirm employees have fulfilled the conditions for Return to Duty Testing and establish a return date with the Districts. Manage Return to Duty test results and SAP-recommended Follow-Up Testing Plans. Update internal testing database and any applicable Federal databases.
5%	M	Submit and review Pull Notices, driver histories and reports from Federal databases to confirm Caltrans' employees possess the required license, certificate or credential pursuant to the Minimum Qualifications for the classification. Incumbent may be required to conduct daily down and uploads in the California Department of Motor Vehicles' Employer Pull Notice Program, conduct annual queries in Federal databases to confirm employee status.
5%	M	Respond to external DOT background requests.
5%	M	Process Differential and Deactivation requests.
5%	M	Assist the Specialist in preparing for and providing subject matter expert witness testimony at Prehearing Settlement Conferences and State Personnel Board Appeal Hearings.
5%	M	Provide training and information to employees regarding drug and alcohol testing as well as licensing requirements pursuant to the classification's Minimum Qualifications in both virtual and in-person environments and prepare the ODCAST Broadcast which provides current information regarding drug and alcohol testing and licensing requirements throughout the Department.
5%	M	Such other duties as required by the Department.

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 the principals and modern methods of public business administration including organization, database management, organization and functions for Caltrans. Ability to follow oral and written directions; evaluate situations accurately and take an effective course of action; deal tactfully with the public and other employees; apply specific laws, rules, regulations and office policies and procedures; communicate effectively. Ability to analyze and interpret Federal and State regulations and State laws and policies and their impact on Caltrans operations; identify and investigate facts and determine an effective course of action and develop procedures to implement legal and regulatory requirements. Ability to analyze administrative problems and adopt an effective course of action; reason logically, creatively, and utilize a variety of analytical techniques to resolve complex issues, organize and set priorities, work independently, analyze data and present ideas and information effectively both verbally and in writing. Exercise a high degree of professionalism, diplomacy, initiative and independence.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position carries primary responsibility to ensure that Caltrans remains in compliance with Federal and State regulations applicable to safety sensitive employees. Failure to maintain a drug and alcohol testing program in accordance with Federal regulations exposes the Department to monetary sanctions on a daily rate, per occurrence. Poor decisions may affect the business operations of the involved Programs and opens the Department up to potential litigation and settlement costs.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have contact with vendors, other State department personnel, attorneys, various labor organizations and other internal Caltrans districts and units. Must be able to communicate in a clear and concise manner, confidently and courteously with staff and management, demonstrate quality customer service, work in a team environment with the ability to work and when necessary lead the team toward completing task, and receive and follow verbal direction from supervisor/lead person.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will have contact with vendors, other State department personnel, attorneys, various labor organizations and other internal Caltrans districts and units. Must be able to communicate in a clear and concise manner, confidently and courteously with staff and management, demonstrate quality customer service, work in a team environment with the ability to work and when necessary lead the team toward completing task, and receive and follow verbal direction from supervisor/lead person.

WORK ENVIRONMENT

This is considered a hybrid telework position; with a minimum of two-days per week in the office. The specific schedule will be reviewed. The Incumbent will be required to adhere to all requirements of the telework program and in-office requirements. During in-office work days, the incumbent will work in a temperature-controlled environment under artificial lighting. The incumbent will also work in a confined space such as a cubicle or workstation. Cubicles and workstations are not assigned and must be reserved through an on-line reservation system. The building temperature may fluctuate due to periodic problems with the heating and air conditioning.

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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