

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION PM2/Hiring & Position Management Liaison | |
| WORKING TITLE Hiring & Position Management Liaison | POSITION NUMBER 900-074-5393-091 | REVISION DATE 03/14/2025 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Branch Chief of the Hiring & Position Management Liaison Branch, a Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) serves as the journey level analytical liaison between the divisions of Planning and Modal Program (PMP) and the Division of Human Resources (DHR). The AGPA is responsible for providing oversight and direction on a variety of assignments in the areas of hiring and position management for the divisions within PMP. The Office of Hiring and Position Management Liaisons manages all positions within PMP which includes District and Headquarters positions.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Equity, Employee Excellence - Collaboration, Integrity, People First)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First)
- **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. (Safety, Equity, Employee Excellence - Integrity, People First)
- **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. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Integrity, People First)
- **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. (Equity, Employee Excellence - Integrity, People First, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Equity, Employee Excellence - Innovation, Integrity, People First, Pride)
- **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. (Equity, Employee Excellence - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

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

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| 40% | E | Creates, reviews, submits, and monitors all activities relevant to Position Action Request Form (PARF) packages. Coordinates with hiring managers to request and receive the necessary documents for a PARF package. Incumbent reviews the documents for accuracy and corrects errors (i.e. grammar and punctuation errors, errors related to job duties and allocation, utilizing tools like the classification specifications on the CalHR website; ensuring the position number is correct, etc.). Documents the PARF and other necessary forms. Submits accurate and complete PARF packages to DHR for processing. Coordinates with the Classification and Hiring (C&H) analysts to ensure the package is complete and ready for posting. Reviews the CalCareers job posting for accuracy and monitors the applications. Coordinates with the hiring managers to ensure that all applications have been downloaded and screened. Coordinates with hiring managers and panel members to schedule interviews. Contacts candidates and provides instruction relevant to the interviews. Hosts the interviews, provides guidance and direction to the panel members and candidates, and monitors the interview rooms to maintain compliance and confidentiality. Works with the hiring manager to ensure all final hiring documents are completed accurately and submitted timely. Provides onboarding information to the hiring manager and processes relevant onboarding documents, as necessary. Coordinates with Business Management and C&H for a smooth onboarding. Documents all relevant notes, dates, names, etc. on the PMP Vacancy Tracker. |
| 30% | E | Monitors and maintains confidential hiring and position management files for the divisions of PMP which include all PARF package documents and supporting substantiation. Updates the PMP SmartSheets tracker, which includes all PMP positions (headquarters and districts) vacant and filled, PARF statuses, notes, relevant dates, etc., to ensure timely completion of the recruitment process steps and accurate record keeping. Reconciles weekly reporting numbers by ensuring all new vacancies, new hires, and other position changes have been updated in the tracker accurately. Manages position history within the tracker by following our tracking process. |
| 15% | E | Creates, submits, and monitors all temporary advertisements. Requests, receives, reviews, and monitors all necessary documents and uploads the documents into DHR's SmartSheet system. Monitors the post date and final filing date and works with the hiring manager to select a candidate. Ensures the assignment documents are accurate, complete, and submitted timely. Monitors assignment end date to ensure compliance with all rules regarding length of assignments and prepares for right-of-return for the employee. |
| 10% | E | Conducts complex research of hiring and position management processes, policies, manuals, government rules, laws, and codes to ensure compliant hiring and position management standards. Researches and in partnership with DHR, provides guidance and direction on various hiring and position management topics, including: Promotions-in-Place, Training and Development appointments, Limited Terms, Hiring Above Minimum, right-of-return, time base changes, etc. Maintains accurate and complete organizational charts for the divisions of PMP. |
| 5% | M | Researches, analyzes, updates, and manages hiring and position management policy manuals, frequently used forms, and information relevant to hiring actions from statewide resources, such as Department of Transportation, State Personnel Board, CalHR, etc. Reviews, researches, and monitors vacancy reports to ensure accuracy and establish plans to work with the managers on hiring efforts. Leads various other special projects as requested by the PMP managers. |

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 act in a lead capacity and will guide and train other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Department's mission, vision, goals, and objectives. Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must have extensive knowledge of administrative functions, including State Personnel policies and practices, and a working knowledge of the planning programs and how they fit into the overall Departmental goals. Must have the ability to consult with and gain cooperation of other State organizations; to work independently; to work under adverse circumstances; exercise good judgment; and tactfully resolve complex and sensitive issues. Must be able to prioritize work. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Caltrans and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. Must have an understanding of computer applications, hardware and software, and be able to prepare and analyze comprehensive reports and make sound recommendations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for effective decisions, actions, planning, and consequences. Responsible for assuring the effective use of personnel positions, established positions, and operating expenses. Errors in judgments, planning or decisions may result in project delays that could increase project costs. Failure to adequately manage information systems and other administrative functions would result in overall loss of credibility and efficiency of the Planning and Modal Program Management Division.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain effective working relationships with Headquarters, Districts, and the public. Consistent with good customer service practices and the goals of the Caltrans Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships. Ability to focus for long periods of time. Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

Occasional reaching above shoulder level, bending/stooping, and occasional lifting up to fifteen (15) pounds. May be required to travel to meetings.

The incumbent works in front of a dual-monitor 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 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

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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