

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 9 Environmental	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Management Liaison	909-156-5393-XXX	03/11/2025

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

GENERAL STATEMENT:

Under the direction of Environmental Management and/or Senior Environmental Scientist Supervisor, the incumbent will provide comprehensive support to the cultural unit and be responsible for various project assignments and independently perform a variety of analytical work. The incumbent will be responsible for ensuring the timely and accurate submittal of quarterly reports, monitoring program budgets, preparing and executing task orders, and writing and proofing letters. They will also be assisting with the hiring process, and with on-boarding new team members as well as assisting in exiting of team members. The incumbent will also perform data entry into Standard Tracking and Exchange Vehicle for Environmental (STEVE) database, as well as other administrative tasks as assigned by the supervisor.

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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Employee Excellence - Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Innovation)
- 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. (Employee 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. (Safety, Prosperity - Pride, Stewardship)
- 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. (Safety, Employee Excellence - Equity, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, 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. (Safety - Equity, Pride, Stewardship)
- Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	The incumbent will work independently to coordinate, monitor, and adjust the Standard Tracking and Exchange Vehicle for Environmental (STEVE) database and provide regular updates and analysis to division managers. The incumbent will work closely with the District 9 Environmental Program to monitor program budget and project level allocations. The incumbent is responsible for ensuring the timely and accurate submittal of reports and will monitor progress and deliverables of the program. The incumbent will be responsible for preparing, editing, and conducting reviews of task orders, contracts, and letters, as well as to tracking contract and task order deliverables and deadlines.

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30%	E	The incumbent will track, monitor, execute, and oversee various consultant and grant agency contracts for the program, including but not limited to consultant selection, payment, deliverables, invoices, and closeout. The incumbent will assist in preparation of virtual and in person meetings. This will include reserving meeting rooms for internal, agency, and public meetings held for trainings and environmental projects. This will include finding and reserving appropriate meeting venues for in-person and hybrid meetings.
10%	E	The incumbent will assist the division managers with the recruitment and hiring of staff including the preparation of hiring paperwork, setting up interviews with candidates and panel members, and follow-up communication. The incumbent will also coordinate with new staff through the on-boarding process; as well as assist with coordinating required exit interviews for departing staff.
5%	M	Prepare and execute purchase plans, prepare and monitor training plans, assist with correspondence, and assist with presentations and taking notes. Additionally, the incumbent will provide information to the District Equal Employment Opportunity Officer to ensure Title VI compliance for the programs products and services.
5%	M	Other duties as assigned within the specification of the classification.

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 is non-supervisory, however, the incumbent may act as a lead on special projects or provide guidance to lesser-trained staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have detailed knowledge of the Caltrans organization, departmental policies and procedures (can be learned on-the-job). Must be able to independently interpret internal and external information and offer solutions to management and the division, prepare technical correspondence and complete comprehensive reports for District Management and Headquarters. Must be able to effectively communicate orally and in writing with people at all levels of HQ, Management, District, and external groups and must be able to apply and communicate this knowledge effectively on a consistent basis. Incumbent must also have the ability to plan and organize work, and must work effectively and efficiently with others. Must possess the ability to anticipate technical issues and potential concerns. Have the ability to effectively use PC-based software programs for presentation or database purposes. Experience extracting, evaluating, and analyzing large quantities of data from various sources. Strong analytical skills and experience to evaluate existing processes and recommend process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out duties. Consideration of all input is crucial to reaching conclusions and taking appropriate action on various issues. Incumbent must be able to anticipate problems and identify issues that may affect products and services of the program. Errors, poor judgment, or failure to recognize and communicate critical issues could result in missed deadlines, misuse of resource allocations, delay or lack of project delivery, loss of programmable funds, and damage to the District's working relationship with our customers.

PUBLIC AND INTERNAL CONTACTS

The incumbent may attend public meetings and will frequently work with other functional unit teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task and adapt to changing priorities with short notice. Must be able to communicate effectively and maintain a calm and professional demeanor in stressful situations.

WORK ENVIRONMENT

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 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

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the headquartered location will be the responsibility of the selected candidate. The incumbent will primarily work in a professional office setting that is climate controlled with both natural and artificial light. The incumbent may attend off-site meetings, hearings, and training, which may include some overnight travel. Overtime may be required.

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