

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>DISTRICT/DIVISION/OFFICE</b> Office of Enterprise Risk Management	
<b>WORKING TITLE</b> Innovative Risk Analyst	<b>POSITION NUMBER</b> 702-002-5393-xxxx	<b>EFFECTIVE</b> April 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the general direction of the Risk Officer, a Staff Services Manager I, the Innovative Risk Analyst completes a variety of innovative, complex, professional analytical tasks in support of risk functions. The incumbent will be responsible for the development, delivery, coordination, and evaluation of the Caltrans Enterprise Risk Management program. Through risk assessments and collaboration with Caltrans managers and supervisors, provide cross functional assessment of programmatic, compliance, legal, security, operational, reputational, political, strategic and other risks. The Risk Analyst will assist the Chief Risk Officer and the Risk Officer with review and assurance that management's approach to risk, ethics, and compliance is in alignment with Caltrans' strategic goals and objectives.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

<b>30% (E)</b>	Works closely with the Risk Officer to develop, implement, coordinate, deliver, and evaluate the statewide Enterprise Risk Management (ERM) function. Using international standards from the International Standards Organization (ISO) and Committee of Operating Standards Organization (COSO) to help expand the offices effort to focus on how we can manage workforce risks across the Department.
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<sup>1</sup> ESSENTIAL 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

- 20% (E) Conduct risk assessments in districts and divisions helping managers and supervisors identify top threats and opportunities. Assist the Risk Officer with assigning risk owners to implement risk treatments. Monitors and reports on risk treatments to the Risk Officer.
- 20%(E) In alignment with the Department's vision to meet new challenges through innovation, the analyst will assist with the Employee Suggestion Program. Monitor and assess innovative risks made by employees. Assist with marketing of innovative suggestions that are implemented within the Department. Coordinate an innovation fair that highlights the innovative risks that have been successfully taken and implemented in the Department.
- 10%(E) Monitors changes in the law and departmental policy and coordinates updates of training and marketing material. Presents and recommends modifications to ERM procedures and policies to the Risk Officer.
- 10% (E) Assist the Risk Officer with the development and management of the ERM Committee. Prepare agendas, presentations and correspondence.
- 10% (M) Prepares reports and data for use by management in developing long term ERM program. Tracks and assesses ongoing status of the Department Program.

***SUPERVISION EXERCISED OVER OTHERS***

The position has no supervisory responsibilities.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The position requires familiarity with the Department's statewide organizational structure. Must have knowledge of the Department's mission, goals, and objectives. The incumbent must have the ability to work independently.

The incumbent must have the ability to reason logically and creatively. Must be able to establish and maintain priorities and a level of professional integrity to ensure that the best interests of Administration and the Department are served. The incumbent must also have the ability to work well in an interdisciplinary team and be able to function in a lead capacity when called upon.

The incumbent must have the ability to establish and maintain cooperative working relationships with departmental staff. In addition, the incumbent must be able to speak and write effectively. Must be able to adopt an effective course of action; develop effective management reports and recommendations based upon sound logical conclusions; maintain confidentiality; develop and maintain team effort and cooperation among staff.

Incumbent must have knowledge of Excel spreadsheets, databases, word processing software and Power point presentation software.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The incumbent will have significant impact on Department's ability to meet its future workforce needs. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Data and resource management errors could result in improper management decisions at all levels, inaccurate reporting, incorrect workforce decisions, and inability to meet departmental Strategic Planning goals. Poor judgment in any of these areas would severely constrain Administration's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage OERM's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent maintains communication with all levels of Department staff, from clerical to executive, for the purpose of providing guidance and direction. Incumbent works closely with Districts and Divisions. May be required to have contact with other state agencies, such as Fair Political Practices Commission, the Bureau of State Audits, etc. All contacts require tact and sensitivity.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

*Physical* – the incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be required to travel between various Caltrans Sacramento offices to attend meetings.

*Mental* – The incumbent must be able to read and understand a variety of technical documents. Must have the ability to multi-task, adapt to changes in priorities, and produce completed staff work on short notice.

*Emotional* – The incumbent must be customer service oriented, as the Ethics Analyst will have interaction with people at all levels within the organization. It is very important that the incumbent possess the ability to work with others in a positive and cooperative manner. The incumbent may be subject to, and have the ability to handle, irate employees in a calm

