California Department of Transportation
Duty Statement

CLASSIFICATION TITLE Associate Governmental Program Analyst		DISTRICT/DIVISION/OFFICE Office of Enterprise Risk Management
WORKING TITLE Workforce Planning Analyst	POSITION NUMBER 702-015-5393-xxx	EFFECTIVE February 2015

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California 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 Ethics Officer, a Staff Services Manager II in the Workforce Compliance and Ethics branch, the Workforce Planning Analyst will be responsible for research and data collection for Workforce Planning. Workforce Planning includes Workforce/Gap Analysis, in which the incumbent will analyze staffing data and trends to determine current and future hiring needs, as well as identify gaps and surpluses in staffing and competencies; Succession Planning, which focuses specifically on having the right leadership in place at every level of the organization; and Knowledge Transfer, which focuses on transfer of job knowledge from one individual to another by means of mentoring, training, and documentation, and other collaborations.

Typical task:

Percentage Essential (E)/Marginal (M)	**Job Description**
50% (E)	Develops analyses and prepares reports on statewide workforce data including age profiles, attrition, length of services, retirement eligibility; reviews and analyzes workload projections and staffing requirements relative to the Departmental Strategic Plan; prepares budget projections; analyzes and prepares reports on exams/recruitment history. Works independently in creating effective analysis reports. Performs comparison of current and future workforce data; identifies key positions with gaps in skills, knowledge and a potential recruitment base. Prepares work plans/presentations and status reports for management on a regular basis.

30% (E) Leads teams comprising other Divisions including, Human Resources, Budgets, Safety and Management Services, Maintenance, Planning and Project Development and Districts to identify solutions/options for addressing short term and long term workforce issues. Prepares projects plans, reports, graphs and time-lines for management in tracking and monitoring workforce solutions to identified gaps.

10% (E) Analyze web page for enhancements and modifications, research workforce compliance business process and rules, and prepares written design specifications detailing modifications.

10% (M) Prepares reports and data for use by management in developing a long term workforce planning program for the Department. Assists Division in developing plans for their program areas. Track/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 the interdisciplinary team concept 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 DHR'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 the California Department of Human Resources (CalHR), 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 requested to travel occasionally to address resource issues with District staff. May be requested to travel between various Caltrans Sacramento offices to attend meetings.

Mental – The incumbent must be able to read and understand a variety of accounting, budgetary, and word processing 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. All positions within this Office require interaction with people at all levels within the organization. It is very important that the incumbent posses 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 manner. Must possess the ability to resolve emotionally charged issues reasonably and professionally. Must deal effectively with pressure while maintaining focus and remaining professional even under adversity.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting environment with artificial and natural lighting. The incumbent will occasionally take transportation or walk to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions. In state travel may be required.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print) | Employee Signature | Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print) | Supervisor Signature | Date