

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Safety and Management Svcs/Discipline Services Unit	
WORKING TITLE Progressive Discipline Analyst	POSITION NUMBER 702-015-5393-XXX	EFFECTIVE DATE January 2014

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. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Discipline Services, a Staff Services Manager II, provides detailed advice and technical guidance to managers and supervisors regarding sensitive personnel issues, policy implementation, and progressive employee discipline. Assist with the development of the Department's responses to employee appeals of formal actions.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
65%	E	Consults with managers and supervisors regarding progressive discipline, recommends appropriate course of action, and level of personnel action. Confers with Audits and Investigations and Discrimination and Complaints Investigations Unit staff concerning investigations. Develops and writes letters of warning and adverse actions, including complex and sensitive actions. Ensures employees' due process rights to adequate notice are satisfied, properly addresses prior warnings given to employees by supervisors, and confirms the actions will meet State Personnel Board requirements and regulations. Ensures actions are appropriately served and schedules Skelly/Coleman Hearings at the request of served employees. Prepares and arranges service of notices for Rejections on Probation, Absences Without Leave (AWOL) separations, non-punitive and medical terminations.
15%	E	Assists the Discipline Services Managers with the preparation of the Department's response to employee appeals of formal actions at Department of Personnel Administration (DPA), State Personnel Board (SPB), and Unemployment Insurance Appeal Board (UIAB) evidentiary hearings. Assists with preparing witnesses to testify in administrative law proceedings. Prepares written responses to discovery requests and issues and serves subpoenas. Assists Case Managers and Legal Division staff in representing the Department on highly sensitive actions at SPB and CalHR hearings.
10%	E	Under direction of Discipline Services Managers, negotiates, writes, and obtains approval from management, SPB, DPA, and the appellant and their representative for Stipulated Settlement Agreements to settle all formal actions. Communicates with supervisors and managers, Labor Relations, Workers' Compensation, Personnel Operations and Transactions staff regarding the final action and settlement agreement.
5%	M	Provides training to managers and supervisors on maintaining proper documentation, preparing informal letters of warning, and administering progressive corrective discipline. Provides training to managers and supervisors on the Skelly/Coleman Hearing Process that affords the employees the right to respond to the department's notice of adverse action.
5%	M	Ensures Skelly/Coleman Hearing Officers fulfill their roles and responsibilities. Updates Adverse Action Database with results of actions, settlement agreements, and SPB or DPA rulings. Distributes notices and responds to general correspondence and inquiries.

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**ADA Notice**

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles and practices in public and business administration, including personnel management, progressive discipline, classifications, pay issues, labor relations, employee supervision, safety, health, equal opportunity, development and training, Caltrans policies and procedures, legal principles and practices, with particular reference to the laws governing public offices and agencies.

Demonstrated positive attitude and a commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers. Ability to research, understand, interpret and articulate applicable employment laws, rules and regulations; analyze and apply legal principles and precedents to particular sets of facts; provide clear, concise, and effective written actions and documentation; and to deal tactfully, professionally, and confidentially with all internal and external customers and contacts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper direction and recommendations could severely impact managers' and supervisors' ability to discipline employees. This could result in loss of management's confidence in the disciplinary process, loss of confidence by the public, and result in severe financial liability to the state. Poor decisions could also affect the Department's ability to pursue effective negotiations with labor unions concerning the resolution of disciplinary and non-disciplinary personnel actions and diminish the Department's reputation with the State Personnel Board and the Department of Personnel Administration.

PUBLIC AND INTERNAL CONTACTS

Under the lead of a Staff Services Manager II (SSM II) confers with all levels of Caltrans directorate, management and staff, employee representatives, Legal Division attorneys, Audits and Investigations Office, Discrimination and Complaints Investigations Unit, and SPB and DPA staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal or travelling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may be required to travel throughout the state to assist a Case Managers with interviewing staff, gathering information, and making presentations to managers and supervisors.

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.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE