

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	DIVISION OF EXTERNAL AFFAIRS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
LEGISLATIVE ANALYST	907-003-5393-XXX	

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 a Staff Services Manager I, the incumbent in this position will serve as a liaison to legislative members and staff in District 7. The incumbent will be the contact for the legislative members and staff, and will develop responses to their inquiries, often coordinating cross-functional task forces within the Department to research and resolve issues, identify impacts of pending legislation and to develop appropriate strategies for addressing transportation problems of interest to the elected officials of Los Angeles and Ventura Counties.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	The incumbent researches and analyzes complex and sensitive issues. Prepares concise written reports that clearly identify legislative issues, with relevant background. Respond to inquiries from legislative members and staff regarding issues related to the Department. Research and analyze constituent issues, prepare and provide written correspondence to requestors.
40%	E	Serve as a key contact for legislative members and staff. Coordinate across functions to research and resolve legislative and constituent issues, both within the district and with headquarters. May represent the Department at meetings with federal, state, regional and local agencies, and the public concerning the scope of the Department's transportation programs. Monitor legislation of interest or concern to the Department throughout the legislative cycle and coordinate bill analysis requests for the district.
15%	E	Maintain the legislative database, and monitor/track the status of legislative affairs issues. Prepare weekly legislative reports for district executive staff.
5%	M	The incumbent will coordinate groundbreakings, ribbon-cuttings, and other milestone events and events of legislative interest with the Public Affairs staff, as necessary. Will respond to emergency incidents which are of interest to elected officials to ensure that the legislative representatives and staff members are well informed and can convey pertinent and accurate information to their constituents. Other duties as may be appropriate for an Associate Governmental Program Analyst.

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 does not supervise; however, the incumbent may provide guidance and direction to other associate analysts/planners and/or clerical support staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge and understanding of the formal and informal aspects of the legislative process. The incumbent must be sensitive to the political and personal needs of legislators regarding individual biases, constituents, and interest groups. The incumbent must be familiar with the political and sensitive legislative transportation issues facing the Department. The incumbent must be able to independently analyze complex issues and make recommendations regarding recommended positions on legislation.

The incumbent must have a thorough understanding of the Department's organizational structure and the relationships between various functions in Headquarters and the Districts and be knowledgeable of the Department's mission, goals,

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and programs.

The incumbent must have the ability to effectively coordinate with various levels of management and staff, both in person and through written and oral communication. Must have the ability to develop and maintain effective working relationships and work cooperatively with others and to respond to inquiries from Caltrans management and internal and external customers in a timely and effective manner.

The position requires excellent oral and written communication skills. The incumbent must have the ability to communicate effectively, both orally and through written correspondence, with staff at all levels within the Department, and other internal/external customers in a timely and effective manner. The incumbent must have the ability to make oral presentation and competently represent the Department with internal and external stakeholders.

The incumbent must be able to independently analyze, summarize, and brief management on complex issues. The incumbent must have strong critical analysis skills and be able to guide ad hoc task forces consisting of staff at all levels through complex, sensitive issues. The incumbent must be able to assimilate and evaluate input from various sources, develop alternative courses of action and make objective recommendations.

The incumbent must have the ability to develop cooperative working relationships, reason logically and creatively and utilize a variety of analytical techniques to resolve complex legislative issues. Must have the ability to work with minimum direction and supervision, to initiate action independently and handle multiple assignments simultaneously.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent works as a primary contact for legislative member and staff. Poor judgment, timeliness, or inadequate preparation could lead to conflict with legislators, their constituents, or their staff and could leave the Department vulnerable to legislative scrutiny and criticism; or unnecessary conflict with an individual legislator; interest group; or other state department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with department staff at all levels, legislators, legislative staff, committee consultants, other governmental agency representatives, other state, regional, local and federal agencies, and other external stakeholders. The incumbent must be able to represent the Department, with competence and integrity, at meetings on legislative issues. Failure to remain informed on issues of interest, inadequate preparation, or poor communication skills could result in poor articulation of the Department's public policy, embarrassment for the Department, and cause unfavorable media coverage and possible reaction from the State Legislature or Governor's Office, affecting departmental credibility.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must exhibit professionalism and self-assurance in the middle of fast-paced and sometimes chaotic conditions. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Some walking is required.

The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Must have the ability to multi-task, adapt to changing 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.

The incumbent must have the ability to communicate effectively, both orally and through written correspondence, with staff at all levels within the Department, and other internal/external customers in a timely and effective manner. The incumbent must have the ability to make oral presentation and competently represent the Department with internal and external stakeholders.

This position requires the incumbent to be flexible and adaptable to changing priorities. The incumbent must be open to change and grasp the essence of new information and have the ability to adapt behavior and work methods in response

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to new information, changing conditions or unexpected obstacles. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues/problems and handle them effectively and appropriately.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce and ensures that the organization builds on these differences and that all employees are treated fairly and equitably.

WORK ENVIRONMENT

Primary work area will be within the District Office located in downtown Los Angeles; employees may be required to travel to field locations throughout Los Angeles and Ventura counties to perform work requirements. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE