

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

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|--|---|----------------|
| CLASSIFICATION TITLE<br>Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION<br>Office of Driver Certification and Substance Testing |                |
| WORKING TITLE<br>Program Analyst                               | POSITION NUMBER   | EFFECTIVE DATE |

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 direct supervision of a Staff Services Manager I, (Supervisor) in the Office of Driver Certification and Substance Testing (ODCAST), the incumbent will receive technical instruction while providing administrative support for the Drug-Free Workplace and Commercial Driver Licensing Oversight Programs. Incumbent is expected to handle a variety of the most difficult duties in a timely and independent manner.

**TYPICAL DUTIES:**

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description  |
|---|--|
| 30%   | Determine appropriate action to be taken for employees who violate Federal or State regulations or Departmental policies prohibiting substance abuse or loss of required license. Investigate facts to determine disciplinary recommendations, including research of employees' past performance histories. Draft adverse actions or letters of warning as deemed appropriate and determine whether or not stipulated settlement agreements should be offered. Incumbent also arranges for Skelly hearings when requested and processes the recommendations of Skelly Officers for the Chief, Division of Labor Relations. Process stipulated settlement agreements approved by SPB. Provide expert witness testimony at State Personnel Board appeal hearings involving termination for substance abuse. Close ODCAST AA files when appropriate.  |
| 40%   | Make regular inquiries into the Department of Motor Vehicles' automated Pull Notice system to verify Caltrans employees, required to maintain a valid driver license, do not lose the license due to serious and repeated traffic infractions or other violations of the law. Review pull notices to determine what actions are necessary to resolve outstanding licensing issues and how the resolution process will be administered. Provide pull notice information to district management promptly. Maintain and update ODCAST pull notice databases as needed.  |
| 20%   | Responsible for ensuring Departmental compliance with Federal Motor Carrier Safety Administration (FMCSA) regulations and applicable State regulations, rules and policies governing the return to duty of employees after failing a drug and/or alcohol test. Ensure employees have been advised of their rights and responsibilities regarding treatment/rehabilitation and the Return-to-Duty process. Advise employees of all terms of stipulation settlement conditions and requirements for compliance (e.g. timeliness of scheduled Substance Abuse Professional (SAP) evaluation and rehabilitation enrollment), as well as consequences for non-compliance. Refer employees to appropriate contacts for SAP services as required by applicable regulations. Receive, review for completeness and accuracy, and process all required SAP documentation. Determine that employee has fulfilled all conditions for return to duty and establish a return date with district management and HR. Maintain complete documentation for case management file (e.g., relevant milestones, conversations with employee/Provider/Drug Testing Coordinator, case correspondence). Input Return-to-Duty test results and schedules SAP-recommended Follow-Up testing plans into the Assistant drug testing database. |
| 10%   | Respond to internal and external inquiries regarding program requirements, procedures and policy from other departmental units, district liaisons and public and private agencies. Compile periodically program data on drug testing, adverse actions, etc., into statistical reports that meet both mandatory requirements for federal reporting and Caltrans management information needs. Serve as backup analyst for pre-employment and follow-up testing analysts when needed, and complete occasional analytical assignments or special projects as assigned.  |

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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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principals and modern methods of public business administration including organization, fiscal and personnel management, principals and practices of personnel management, database management, organization and functions for Caltrans. Ability to follow oral and written directions; evaluate situations accurately and take an effective course of action; deal tactfully with the public and other employees; apply specific laws, rules, regulations and office policies and procedures; communicate effectively.

Ability to analyze and interpret Federal and State regulations and State law and policy, analyze their impact on Caltrans operations; identify and investigate facts and determine an effective course of action and develop procedures to implement legal and regulatory requirements. Ability to analyze administrative problems and adopt an effective course of action; reason logically and creatively.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment may result in failure of the Department to comply with State and Federal drug/alcohol testing rules and/or to meet Federal reporting requirements. Efforts can result in inappropriate personnel actions resulting in litigation.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent will have contact with vendors, other State department personnel, attorneys, various labor organizations and other internal Caltrans districts and units.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to sit for long periods of time. Will also be required to work in front of a video display terminal for long periods of time. May also be required to move boxes of testing material, supplies, and/or other boxes of personnel documents.

The incumbent will be required to deal with a high volume of paperwork and will need to handle time-sensitive deadlines to complete the requirements of the job efficiently and effectively. Must be sensitive to protecting the confidentiality of documents handled. May be subject to receiving irate calls from employees and/or the general public and must be able to remain and respond to callers in a calm manner.

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### WORK ENVIRONMENT

Employee will work in a temperature-controlled environment under artificial lighting. The incumbent will also work in a confined space such as a cubicle or workstation. However, due to periodic problems with the heating and air conditioning the building temperature may fluctuate.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE