

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Research Analyst II - General	OFFICE/BRANCH/SECTION Division of Local Assistance/Office of Resource Mgmt	
WORKING TITLE Information Management Analyst	POSITION NUMBER 913-110-5731-003	EFFECTIVE DATE June 2014

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 supervision of the Staff Services Manager I in the Division of Local Assistance (DLA) Office of Resource Management, Information Management Branch, the incumbent will assist with the management, coordination and analysis of all information for projects and programs administered by the DLA, totaling over \$1 Billion each year. The incumbent will work both in a multidisciplinary team setting and/or have primary responsibility for special projects. In either setting, the staff person will be expected to work in consultation with various levels of Department, federal, state, and local agencies. The quality of the services provided will directly influence the speed and accuracy of project delivery and the credibility of the DLA by providing transparency and accountability. Areas of analysis are likely to be lacking in precedent and/or limited availability of subject matter experts, where independent investigation will be required.

The incumbent will be the business subject matter expert for the California Transportation Information Funding System (CTIFS) information system concept. The incumbent will be responsible to independently conduct a business process analysis, the outcome of which will be a Business Case Document; work directly with Program Coordinators, information technology (IT) staff and/or consultants in the development and completion of associated studies/reports. The incumbent will make enhancement recommendations to existing business and system processes (LP2000 and various DLA FileMaker databases), proposing new processes to collect, track, model, analyze and report information on all aspects of project and program delivery; create and maintain a risk log management file, develop project charters and schedules, and implementation of the more complex processes. The incumbent will be responsible for the conceptualization and development of highly complex reports, methodologies, and studies; conducting the necessary technical and statistical research, analysis, and compiling information for use by the DLA to manage current and future project delivery administrative and resource needs. The incumbent will also have primary responsibility for all associated CTIFS concept business contracts.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	CTIFS: Gain a thorough knowledge and in-depth understanding of the DLA's and Departments existing business processes and data management systems with a focus on the DLA database, LP2000. Independently conduct a business process analysis, the outcome of which will be a Business Case Document, to include current/existing business responsibilities and processes, current information systems environments, opportunity/problem statements with objectives, business functional requirements & traceability matrix; business solutions recommendations including "To-Be" modeling, programming, project implementation, and funds management. Single point of contact related to the CTIFS system concept. Independently employ the use of research methodologies and techniques to gather, analyze, and compile data needed to provide complex project and program reports analysis. Consult with and make recommendations to Program Coordinators and management on proposed business/system changes. Responsible for the management of and/or participation in all CTIFS concept business contracts; includes all phases of the contract life-cycle.
40% E	LP2000: Independently research, analyze, develop, and make recommendations to improve and implement the more varied and complex information management processes needed by the DLA. Areas of analysis are likely to be lacking in precedent and/or limited availability of a subject matter expert, where independent investigation will be required. Acts as a consultant to Program Coordinators and management in development of business and data management system processes that will reduce the amount of staff time required to support various systems, improve timely responses to request for information and data integrity, reduce operating costs, and identification of risks and accountability. Responsible for risk log management; file/data

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		management of important documentation; business process documentation; schedule and lead subject matter expert interviews for requirements analysis; data modeling and research on existing systems; development of project charters and project plans for next phase of work.
10%	E	Interact with staff within the Department, the Federal Highway Administration (FHWA), the California Transportation Commission (CTC), the Department of Finance (DOF), Regional Planning Agencies (RTPAs) and local agencies to research complex technical issues, collect and analyze information and report on findings. Facilitate state-wide meetings; provide updates to a variety of stakeholders via written and oral communications; respond to data/information requests; develop written correspondence, proposals, issue papers and reports.
5%	M	Act as a project manager for special projects on crossover functions and activities that require coordination with multiple organizations and agencies. Responsibilities include independently developing a project plan and overseeing an implementation team and timeline.

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

None. The RA II may be called upon to act in the absence of his/her supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must be computer literate, understand and practice Project Management principals, exhibit expertise with complex narrative, statistical, and data report development, spreadsheet functions and databases.

The Research Analyst II must possess a thorough knowledge of Departmental organizational, administrative and project funding processes and have an understanding of relationships between various functions in Headquarters and districts as they impact the programs.

The incumbent must be able to work independently and effectively coordinate with various levels of management and staff, communicate effectively both orally and in writing, build effective partnerships and alliances with internal and external stakeholders, and to build and maintain good cooperative working relationships within the team environment.

The incumbent must be able to reason logically to analyze data from numerous sources and present ideas, information and alternatives concisely and effectively; to collect, develop, categorize, maintain and summarize information; and to write clear, concise correspondence, reports and technical analyses.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops a wide variety of reports, and communicates with staff of a number of internal and external entities. If the information is not correct and timely, it can have major impacts on Program-wide management decisions and could adversely affect the Program's project delivery and the credibility of DLA.

PUBLIC AND INTERNAL CONTACTS

External contacts include the FHWA, RTPA's, city engineers, county engineers, public works directors, and associations such as the County Engineers Association, League of California Cities. The position also has substantial internal contact primarily with the Divisions of Information Technology, Budgets, Accounting, Transportation Programming, and Local Assistance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to develop and maintain cooperative working relationships with others while gathering data and information for various reports. This may require responding appropriately to difficult questions and situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Employees may be required to travel in state, but the travel is not very frequent.

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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.)

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