

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Research Analyst II – Permanent Intermittent	OFFICE/BRANCH/SECTION 56/Maintenance/Office of Emergency Management	
WORKING TITLE Emergency Management Research Analyst	POSITION NUMBER 913-710-5731-918	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 direction of the Office of Emergency Management, Supervising Transportation Engineer, the incumbent is responsible to research and interpret, in regards to Caltrans Emergency Management needs for the current winter season and ongoing fire season, the feasibility and impact of existing and proposed emergency response, operations plans, policies, projects and legislation to the Department's statewide emergency response capabilities and needs. Specific duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Conduct research in coordination with the Office of Emergency Management, and external organizations, to develop, prepare and assist in enhancing State, federal, and local emergency response plans statewide. Examine and document information and data regarding State, federal and local agencies emergency preparedness, response and recovery plans and procedures to assist program staff and Districts in identifying institutional, economic, environmental and legal issues in each region of the State. Responsible for completing complex studies requiring data collection, analysis and development of alternatives, recommendations, presentations and implementation plans.
35% E	Gather and analyze emergency response information and data during and after emergency events and other emergencies; generate materials for presentations and reports related to Statewide emergencies and ongoing emergency management; develop and implement tools to track and monitor the effectiveness of the Office of Emergency Management on a regular basis and make recommendations to monitor and refine the Office's needs.
10% E	Research and analyze stakeholder/partner information needs, review program documentation and policies, extract and interpret program data from a variety of disciplines and sources, and resolve discrepancies; document findings and recommendations in a structured and professional format.
10% E	Review and analyze proposed or adopted federal and State statutes, regulation and legislation documents which may impact Caltrans Office of Emergency Management plans, policies and programs; develop alternatives and make recommendations to management; conduct research and analyze information to assist staff in development and implementation of Statewide emergency budgeting, planning and tracking documents.
5% M	Support the preparation of communication and outreach material to disseminate to the Department, State, federal, local agencies and Districts.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None, but may be the lead on projects.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must: know how to take independent actions and carry out duties; be knowledgeable in the areas of emergency preparedness, response, and recovery.

The incumbent must be able to analyze problems and recommend a course of action, recommend procedural changes

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and communicate effectively. Incumbent must have strong organizational, analysis, and writing skills and be able to prioritize assignments.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

You must exercise a high degree of tact and diplomacy, when assisting others and responding to inquiries. Errors could result in major Departmental liability and threat to the public and employee safety. Inappropriate decisions could result in losses to the Department and the State. Good judgment is required.

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## PUBLIC AND INTERNAL CONTACTS

You will have regular contact with Caltrans staff, other government agencies, stakeholders and the general public. These contacts may be by telephone, electronic mail or in person, a high degree of professionalism is required.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must assimilate and evaluate technical and procedural data from various resources to make objective recommendations; employee may be required to sit for long periods of time using a keyboard and video display terminal; must be able to organize and prioritize work, formulate effective strategies and apply innovative solutions to make improvements; may work in intense situations and must maintain focus during emergency situations and training practices to adapt plans in response to changing priorities or unexpected obstacles; must be able to develop and maintain cooperative working relationships.

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## WORK ENVIRONMENT

The work setting is open space in a climate-controlled office. You will work in an open-space, cubicle area in close proximity to other employees. Meetings may be held at various sites statewide. Travel is required. Occasional travel outside of California may be required. Work hours may be irregular including nights, weekends, and holidays.

During activation of the Emergency Operations Center under the Standardized Emergency Management System and workload issues, overtime work may be required. You may be required to carry a business cell phone after normal work hours to provide emergency assistance should problems arise.

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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