

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE Office of Enterprise Risk Management	
WORKING TITLE Ethics Analyst	POSITION NUMBER 702-002-5157-xxxx	EFFECTIVE February 2015

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 the Ethics Officer, a Staff Services Manager II, the Ethics Analyst provides a variety of complex, professional analytical tasks in support of the Ethics functions. The goal of the Ethics program is to define both Caltrans' values and the business behaviors and conduct that support those Values, and provide mechanisms to prevent, identify, and report misconduct. The incumbent will assist in the delivery, coordination, and evaluation of ethics training for Caltrans; assist with the Ethics Helpline tracking and reporting, and reply to Conflict of Interest questions from department staff.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% (E)	Coordinate, and deliver ethics training for the Office of Enterprise Risk Management to meet the identified statewide Caltrans training needs; develop and deliver cost effective training in person and through other training formats; identify effective resources/methods such as classroom training, computer/web based training, use of internal or external consultants.

¹ 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

- 30% (E)** Responds to Conflict of Interest questions and concerns from department staff. Monitors changes in the law and updates from the Fair Political Practices Commission that could affect the department's policy and training on Conflict of Interest.
- 20%(E)** Participates in the operation of the Ethics helpline and documents complaints received from the helpline vendor, phone, mail or other methods. Work collaboratively with Audits & Investigations, Human Resources, and Labor Relations to monitor investigations and responses to complaints.
- 10%(E)** Assists annually in the organization and data entry of "Statement of Economic Interests" Form 700.
- 10% (M)** Prepares reports and data for use by management in developing a long term ethics training program. Tracks/assesses ongoing status of the Department Program.

SUPERVISION EXERCISED OVER OTHERS

The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The position requires familiarity with the Department's statewide organizational structure. Must have knowledge of the Department's mission, goals, and objectives. The incumbent must have the ability to work independently.

The incumbent must have the ability to reason logically and creatively. Must be able to establish and maintain priorities and a level of professional integrity to ensure that the best interests of Administration and the Department are served. The incumbent must also have the ability to work well in an interdisciplinary team.

The incumbent must have the ability to establish and maintain cooperative working relationships with departmental staff. In addition, the incumbent must be able to speak and write effectively. Must be able to adopt an effective course of action; develop effective management reports and recommendations based upon sound logical conclusions; maintain confidentiality; develop and maintain team effort and cooperation among staff.

Incumbent must have knowledge of Excel spreadsheets, databases, word processing software and Power point presentation software.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent will have significant impact on Department's ability to meet its future workforce needs. Good judgment, tact, and the ability to communicate effectively are

expected of the incumbent. Data and resource management errors could result in improper management decisions at all levels, inaccurate reporting, incorrect workforce decisions, and inability to meet departmental Strategic Planning goals. Poor judgment in any of these areas would severely constrain Administration's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage OERM's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains communication with all levels of Department staff, from clerical to executive, for the purpose of providing guidance and direction. Incumbent works closely with Districts and Divisions. May be required to have contact with other state agencies, such as Fair Political Practices Commission, the Bureau of State Audits, etc. All contacts require tact and sensitivity.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical – the incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be required to travel between various Caltrans Sacramento offices to attend meetings.

Mental – The incumbent must be able to read and understand a variety of technical documents. Must have the ability to multi-task, adapt to changes in priorities, and produce completed staff work on short notice.

Emotional – The incumbent must be customer service oriented, as the Ethics Analyst will have interaction with people at all levels within the organization. It is very important that the incumbent possess the ability to work with others in a positive and cooperative manner. The incumbent may be subject to, and have the ability to handle, irate employees in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and professionally. Must deal effectively with pressure while maintaining focus and remaining professional even under adversity conditions.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting environment with artificial and natural lighting. The incumbent will occasionally take transportation or walk to other

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State facilities to attend meetings or hand-deliver documents in a variety of weather conditions. In state travel will be required.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Signature

Date

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

Supervisor's Name

Signature

Date

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