



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Staff Services Analyst		
Working Title Staff Services Analyst	Position Number 696-004-5157-XXX	Effective Date May 2024

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California. The Commission also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs. The Commission is also an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

GENERAL STATEMENT

The Staff Services Analyst, under the supervision of the Associate Deputy Director, assists with the development, evaluation, and monitoring of policies and procedures for the State's multi-modal transportation system and assists in the evaluation of current and pending issues for Commission action. The incumbent works on the less difficult and complex projects involving the development of program guidelines, policies, and procedures; and assists in the coordination of financial, legislative, and environmental matters of the Commission. The Staff Services Analyst serves as a member of the policy staff and participates in policy and planning decisions for the Commission.

Specific duties and activities include, but are not necessarily limited to:

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

TYPICAL DUTIES

Percentage (Essential Functions (E) / Marginal (M)¹) – Job Description

65% (E) – Programming & Allocating Funding for the Active Transportation Program

- Assists with interpreting and adapts statewide guidelines for statewide programming guidelines and/or procedures for Commission administered funding programs
- Summarizes programming requests and addressing policy issues raised by each proposal for review and approval before preparing final summary for presentation at public hearings
- Interprets program guidelines and prepares draft response for review and approval before sending final response to requests from recipient agencies, ensuring compliance with program guidelines and state and federal law
- Reviews and prepares analysis for final review and approval of proposals received from regional agencies such as the Regional Transportation Improvement Program and the Metropolitan Planning Organization component of the Active Transportation Program before presentation to the Commission
- Assists with responses to issues raised by regional agencies, Caltrans, or other interested parties
- Prepares documents for review and approval and provides recommendations on plans for workshops with stakeholders to gather feedback on program guidelines, policies, procedures, and scoring
- Analyzes and competitively scores programming proposals from agencies
- Prepares the project lists for review and approval for the Active Transportation Program for adoption by the Commission
- Compiles, analyzes, and displays data related to program composition for distribution to stakeholders
- Tracks Commission actions relative to Commission administered funding programs
- Tracks and assists with the evaluation of performance measures relative to Commission administered funding programs
- Assists with the evaluation of overall program performance including annual reporting to the Legislature

Staff Services Analyst – Programming
May 2024

20% (E) – Statewide Multi-Modal Transportation Planning

- Interprets and analyzes Commission policies on statewide guidelines and/or procedures and provides recommendations for regional transportation plans
- Prepares comments for review and approval before final presentation for Commission consideration in response to regional transportation plans and state transportation plans such as the California Transportation Plan, the Sustainable Freight Plan, and the Interregional Transportation Strategic Plan
- Gathers, tabulates and analyzes data from the transportation programs and creates charts, tables and spreadsheets to present data
- Participates in planning workgroups and committees that ensure the policies and directions of the Commission are represented

10% (E) – Legislation & Coordination

- Prepares bill analyses for review and approval for bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the transportation funding programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions

5% (M) – Additional Responsibilities

- Perform other duties within the scope of the classification as assigned

¹**E**ssential Functions are the core duties of the position that cannot be reassigned. **M**arginal 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.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS

- Demonstrated ability to act independently and to practice completed staff work
- Demonstrated ability to be flexible, open-minded, and tactful
- Demonstrated ability to communicate effectively, both orally and in writing
- Demonstrated ability to meet competing deadlines and changing priorities
- Proficient in personal computers, Microsoft Word, Excel, and Outlook
- Familiarity with Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; and sources of funding transportation programs

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders. The incumbent will also communicate regularly with other state agencies, the general public, and outside vendors and contractors.

WORK ENVIRONMENT

This position involves teleworking and reporting to the office as needed and/or required. The incumbent is required to comply with telework agreement policies and procedures.

While at their base of operations, the incumbent will work in a climate-controlled office setting of mixed hard-walled and modular furniture design. The primary workspace is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

Travel: Occasional travel to meetings and hearings may be required.

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 to review and access information.

Mental: The incumbent must have the ability to multitask, adapt to changing priorities and focus for long periods of time. Must be able to organize and prioritize work assignments.

Emotional: The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to assist with diffusing emotionally charged issues reasonably and diplomatically.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Staff Services Analyst – Programming
May 2024

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

Employee's Signature

Date

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

Supervisor's Name

Supervisor's Signature

Date

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.