

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Research Analyst II	DISTRICT/DIVISION/OFFICE Office of Business and Economic Opportunity	
WORKING TITLE Research Analyst	POSITION NUMBER 913-088-5731-001	EFFECTIVE January 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; using good judgement and act independently; 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 a Staff Services Manager II, Office of Business and Economic Opportunity (OBEO), the Research Analyst II (RAII) is the lead on collecting, analyzing, interpreting, and documenting transportation related financial and statistical information for submittal to the Federal Highway Administration (FHWA) and the Department of General Services (DGS), as well as, internal and external stakeholders. In this capacity, the RAI works independently to complete research and data collection for inclusion in mandated reports and to forecast trends in the highway construction contracting industry. The RAI is expected to maintain a high level of professionalism and technical competency as a key advisor to senior management. Periodic statewide travel may be required.

TYPICAL DUTIES:

Job Description

- 40% (E) Gather, compile, edit, and interpret quantitative data needed to identify operating improvement opportunities using established methodologies for business process analysis and implementation, and independently perform research, analytical and advisory duties in support of the OBEO mission. Independently perform complex technical research related to a broad spectrum of work efforts associated with contractor compliance with Title VII, commercial useful function, certification, sub-recipient compliance (i.e. Title VI, contractor, etc.), small business (SB), Disabled Veteran Business Enterprise (DVBE), and Disadvantage Business Enterprise (DBE). Data collected and analyzed may include, but not limited to: professional service contracts, highway construction contracts, geographical area, bid items, work codes, contractor workforce for Caltrans, as well as local agencies. Provide potential forecasting based on the data collected. Facilitate or provide documentation support in all OBEO-related activities, including mapping sessions, workshops or focus groups and develop tables and charts to illustrate information. Provide technical assistance to other divisions regarding matters pertaining to data collection and statistical analyses.

- 30% (E) Conducts in-depth research studies of minority and women owned firms in the transportation related industry in California and to provide Caltrans with the most current data analysis about disparity, if any, in federal assistance transportation projects within Caltrans and sub-recipients. As the statewide subject matter expert in this area, the incumbent independently plans and organizes internal and external econometric research, public hearings, focus groups and meetings, which can be used to obtain necessary information to address the disparity issues and contract goal setting; develops and coordinates work plans and timelines including deliverables for executive management; elicits suggestions in developing and/or obtaining consensus on recommended methodology; and may oversee, coordinate, and monitor a disparity study consultant contract.
- 20% (E) Independently and collaboratively design and implement research-related projects and special reports to management and articulate the results of OBEO initiatives, including summary of findings, recommendations, strategic implementation plans and cost benefit analysis. Complete ad hoc forecasts, estimates, and other analysis relating to program policy issues, changes, initiatives and regulations in support of OBEO programs. Act as consultant to management and administrative staff on complex issues. Prepare analysis for management decisions. This work requires the utilization of advanced statistical techniques and computer applications and the writing of accompanying narratives to complete the necessary reports.
- 10% (M) Lead, coordinate, and participate in team efforts with business stakeholders to understand and document existing complex business processes and transportation requirements. Make oral presentations and represent Caltrans at construction, procurement and services industry meetings and conferences, workshops and other related meetings. Make oral and written presentation to Local Government, City Councils, County Boards of Supervisors, Metropolitan Planning Organizations, Transit Authority Officials, and other government entities who receive federal transportation funds. Act on behalf of the Branch Manager in their absence and may independently attend meetings with the Director, Chief Deputy Director, and/or Agency Secretary.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must be knowledgeable on Federal requirements under Code of Federal Regulations 23 Part 230 and 49 Part 26; as well as state Public Contract Code for SB and DVBE. Should be familiar with concepts of and terms used in transportation research and must be competent in Microsoft Word, Excel, Access, and data management techniques. The incumbent should have knowledge of research methodologies; principles and practices of business process analysis, improvement and reengineering methodologies, process mapping and analysis tools; and project management tools and techniques.

The incumbent must have the ability to gather, compile, analyze and interpret data; prepare research and statistical reports; analyze written and numerical data; speak and write effectively; reason logically and creatively in order to analyze data from numerous sources and present ideas, information, and alternatives effectively with a minimum of direction. Lead, plan and organize multi-disciplinary work groups with internal and external subject matter experts and stakeholders.

Must use a variety of analytical techniques to resolve or provide information regarding complex OBEO problems or issues; develop and evaluate alternatives; and consult with and advise executive management or other interested parties/stakeholders on the wide variety of OBEO subject-matter areas.

RESPONSIBILITY FOR DECISIONS, ACTIONS, AND CONSEQUENCES:

The incumbent is responsible for accurate data collection and analysis to support Caltrans and OBEO programs goals and objectives and ensure compliance with State laws and federal regulations. Poor data and/or misinterpreted data in any of these areas could result in legal actions against Caltrans, loss of funding revenues, legislative sanctions, and loss of creditability with stakeholders, sub-recipients, and the public.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will have extensive contact with all levels of staff and management within Caltrans and other state and federal agencies; as well as contact with various industry partners, contractors, local governmental agencies, and potentially, the general public.

WORK ENVIRONMENT:

The incumbent will work in a climate-controlled office under artificial lighting. The incumbent will be required to periodically travel statewide and may be required to work outside the usual hours of the work day in order to conduct public hearings or focus groups.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Engage in detail work, sustained mental activity to produce reports, problem solving, and analysis. Develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged individuals, issues, or problems, and provide appropriate responses. The incumbent must be able to deal effectively with pressure and intensity and remain optimistic and persistent, even under adversity. Must have the ability to multi-task and adapt to changes in priorities and complete tasks or projects with short notice.

