

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Administration Division/Budgets	
WORKING TITLE Position Management Analyst	POSITION NUMBER 908-012-5393-xxx	EFFECTIVE DATE

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 Assistant District Budget Manager, a Staff Services Manager I, the Associate Governmental Program Analyst provides complex analytical staff work for the Office of Budgets and District Programs. Responsible for the District's Position Management activities affecting approximately 1400 employees, including unit changes, leaves of absence, limited term positions, promotions, separations, reorganizations, and various reconciliations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Acts as the District Position Management Analyst utilizing various resources available to the District, including the Position Tracking Automated System (PTAS) Database, Personnel On Board Equivalent Database (POBE), and Headquarters (HQ) PARF Log. Reconciles data from PTAS with the District's POBE to identify and resolve any position related discrepancies with HQ Personnel. Responsible for maintaining the District's PARF controlled numbering system and distributes PARF numbers as needed. Produces reports reflecting district's vacancies, employees off work, limited term positions, and Department of Finance (DOF) positions. Advise management and other district personnel of all discrepancies related to positions and PARFs for response and action. Acts as district liaison with Headquarters (HQ) Division of Budgets and HQ Personnel, and district functional managers on position control issues.
30%	E	Monitors vacant positions that are subject to Government Code and works with management to ensure the vacant positions are filled in a timely manner. Processes and records movement of personnel within the District using PARF and Appointment Request Forms (ARFs). Reviews all PARF packages to ensure packages are complete. Review current fiscal year allocations and expenditures to verify that funding is available for the requested transaction. Maintains the District 8 PARF Log and records changes to the log as PARFs are received. Monitors Headquarters PARF Log daily to track PARF activities.
25%	E	Assists HQ, Executive Staff, Branch Chiefs and Project Managers in the resolution of position control issues. Performs research to identify information sources for data to compile reports requested from HQ such as Payroll Header Report, Realignment, and annual submission of District Organization Chart. Analyzes management's need for information and develop procedures necessary to collect, process and present the required information in a meaningful format. Perform complex mathematical calculations necessary to construct spreadsheet formulas.
5%	M	Utilizes various office programs to prepare and maintain organization charts by employees, position numbers and divisions.

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

ADA Notice

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Principles and methods of public and business administration, including organization; fiscal and personnel management; administrative analysis; principles and practices of general business management; budgetary procedures and safety practices; organization and functions of the Department of Transportation; knowledge of a variety of analytical techniques to resolve complex administrative problems; methods and techniques of effective team leadership.

Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; ability to use Microsoft computer applications, such as Word, Excel, Access, PowerPoint, and Filemaker Pro.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in judgment, erroneous reporting, or a failure to recognize and respond to potential problems could result in:

1. Inaccurate reporting of positions which could result in loss of positions which affects future allocations
2. Reduced unit effectiveness
3. Failure of the District to meet budget objectives

PUBLIC AND INTERNAL CONTACTS

Independently confer and communicate with all levels of staff, supervisors, managers within the Department, Human Resources and HQ and District personnel. Must develop working relationships with employees. Represents the Division at meetings if required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a personal computer and video display terminal. Ability to work on a keyboard; manual dexterity, sitting for long periods of time; develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental: The work requires considerable analytical ability. Employees must possess a sustained mental capacity for analysis, problem solving, reasoning and writing skills. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet deadlines.

Emotional: Must be able to develop and maintain cooperative working relationships; handle stressful and demanding situations in a calm manner. Must have the ability to multi task adapt to changes in priorities; and complete tasks within limited time frames.

WORK ENVIRONMENT

While at their base of operation, employees will work in a busy, hectic, productive, climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

Overtime may be required, and vacations may be restricted during peak time and fiscal year-end closing

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)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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