PARF: 59-4-056
Incumbent: Vacant
Effective: 03/20/2014

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE DES/Administration/Budget Management	
WORKING TITLE	POSITION NUMBER 559-045-5393-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 regularly and on time; 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 Chief, Office of Budget Management, Division Resource Branch, (a Staff Manager I), the incumbent is a staff specialist providing resource management for the Division of Engineering Services (DES). Duties include the complex analysis of the DES budget to determine how resources are to be allocated and then monitoring and analyzing DES expenditures. The incumbent is responsible for providing resource management (budgeting) services to the subdivisions within the DES and for conducting regular Program/Division reviews and narrative analysis to ensure the DES stays within allocated resources. Act in lead capacity as a contact person during budget drills or for special assignments. Duties include, but are not limited to, the following:

TYPICAL DUTIES:

Percentage Essential (E) / Marginal (M) — Job Description

45% (E) Responsible for the development, preparation, review, and reconciliation of the DES Personal Services dollars and Operating Expense budgets by program, category and fund type for both the Program and Division level, using the Department's Enterprise Resource Planning Financial Infrastructure (E-FIS) system. Analyze and solve difficult technical budget problems. Analyze, research, and monitor DES monthly expenditure reports and associated analysis. Prepare quarterly and monthly report information for DES management review and analysis. Conduct monthly analysis of expenditures for assigned DES subdivision(s) to ensure correct charging practices are followed. Serve as the focal point and consult with Division of Accounting and Division of Purchasing and Contracts to correct charging errors. Monitor to ensure that: 1) any identified charging errors are corrected as quickly and efficiently as possible and 2) affected staff is apprised of proper charging procedures. Assist sub-division staff by reviewing/approving requested purchase items in E-FIS.

25% (E) Consult with Deputy Division and Office Chiefs and keep DES managers apprised of budget issues and make recommendations for resolution. Consult with the Deputy Division Chief (DDC) and DES staff in resolving resource issues and coordinate resource transfers as necessary. Make budget recommendations to management. Develop special reports as requested for DES management. Review, analyze, and interpret data required for various budget reports using the Department's Enterprise Resource Planning Financial Infrastructure (E-FIS) system.

15% (E) Analyze and monitor the availability of appropriate fund types for contracts and purchase requests submitted by assigned subdivisions; analyze and verify correct financial coding on contracts and purchase requests, using the Department's Enterprise Resource Planning Financial Infrastructure (E-FIS) system. Provide reports as needed.

5% (E) Review and analyze historical expenditure data to help determine current and future fiscal year resource allocation, using the Department's Enterprise Resource Planning Financial Infrastructure (E-FIS) system. Coordinate and consult with DES management to ensure that sufficient resources are obtained and provide agreed upon services.

5% (M) Review, evaluate, and monitor Allocation Change Requests (ACRs); research, prepare and monitor Budget Change Request (BCRs). Analyze and coordinate each type request with the appropriate management.

5% (M) Develop and coordinate budget change proposals for sub-divisions; develop and implement budget procedures; and complete budget drills and special projects as assigned.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise, but may provide direction to administrative, clerical and student assistant staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- The incumbent must have a clear understanding of the principles and practices of resource management and monitoring, the state budget process, and the Department's accounting systems. Must have the ability to develop various types of budget documents. Must demonstrate willingness and ability to learn analytical, problem solving, statistical and research skills. The incumbent must have strong personal computer skills and be experienced in Microsoft Office suite (outlook, word, excel).

- The incumbent must have a good understanding of the Department's major activity areas and organizational functions. Must have a good understanding of the departmental organization, functions of the Department, related policies, and procedures of the Department and the DES.

- The incumbent must possess the ability to analyze administrative problems and 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.

- The incumbent must have the ability to work independently and effectively coordinate with various levels of management and staff, both in person and through email and telephone communication. Must be able to communicate effectively orally and in writing.

- Must be able to compile, analyze, and monitor data and summarize that information, and provide clear, concise information, reports, technical analysis and make reasoned recommendations to management. The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Division management. The incumbent is responsible for the accuracy of all statistical data and all staff analyses performed. Errors could result in budget overruns/under runs that could adversely affect DES funding and available resources. Decisions based on the information provided by the incumbent could directly impact the effectiveness of the division in meeting its goals, objectives, and fiscal constraints.

INTERNAL & EXTERNAL CONTACTS

The incumbent has frequent contact with personnel in Headquarters, districts, and staff at all levels, including management. S/he must be able to address program-and division-related issues and questions from all requestors, both within and outside Caltrans.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The incumbent have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to multi-task and regularly respond to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to personnel administration. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In an office setting incumbent must be able to sit and/or stand for long periods of time. Will be exposed to artificial lighting in a climate-controlled area. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

I have read, understand, and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

_____	_____
Employee Name (please print)	Employee Signature & Date

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

_____	_____
Supervisor Name (please print)	Supervisor Signature & Date