

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	DISTRICT/DIVISION/OFFICE HUMAN RESOURCES/RESOURCE MANAGEMENT	
WORKING TITLE RESOURCE ANALYST	POSITION NUMBER 702-008-5142-XXX	EFFECTIVE 1/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the general supervision of the Office Chief, Resource Management and Project Development, a Staff Services Manager II, the incumbent will work with the project director, on the Division of Human Resources (DHR) Zero Based Budget (ZBB) Project. This will require the incumbent to ensure accuracy and consistency in updating all coding, reporting and tracking of the ZBB project. The incumbent will support and promote a positive work environment and develop productive relationships with staff and the public in an ethical and professional manner. The incumbent will provide excellent customer service to the public and to Departmental employees at all levels of the organization and display a positive attitude to help accomplish the Division’s goals and missions.

TYPICAL DUTIES:

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

40% E	As the ZBB analyst for DHR, the incumbent will work directly with DHR’s Office Chiefs and Branch Chiefs to ensure labor expenditures are charged to appropriate activity and sub-activity codes by generating and analyzing numerous reports and data from multiple databases. Monitor the project to ensure milestones and timetables are met. Provide the Project Director with progress reports to ensure completeness, consistency and transparency of the project. Provide analysis on a variety of issues that pertain to the ZBB program review.
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35% E	Maintain, develop and prepares reports for the Project Director in order to facilitate tracking of the Division’s workload information as part of ZBB cycle requirements for the Department of Finance. Provide guidance to managers and staff in correcting erroneous charges as they relate to the project. Update DHR’s activity and sub-activity codes as needed and track all changes. Gathers data and prepares numerous reports for dissemination to the Administration Program Assessment (APA) Team.
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15% E	Research district questions and concerns relative to appropriate charging. Track all correspondences regarding the project.
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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

10% M

Attend meetings and act as a lead for the TAB Fusion project.

SUPERVISION EXERCISED OVER OTHERS

None. May act as lead analyst.

ANALYTICAL REQUIREMENTS

Incumbent must be able to perform a professional level of analytical administrative line of work with a high degree of complexity to resolve administrative problems and make recommendations for an effective course of action. The incumbent must reason logically and creatively. The incumbent must consult and advise on a variety of subject matters and demonstrate a capacity for assuming increasing administrative responsibility. Must grasp the essence of new information and master new technical and business knowledge. Must adjust rapidly to new situations warranting attention and resolution.

KNOWLEDGE AND ABILITIES

Knowledge of organization and functions in the Department in addition to Division. Must understand Caltrans budgeting, accounting and contracting policies, practices and procedures. Must have skills and ability to utilize computers to perform word processing, develop spreadsheets, create and update databases, including Microsoft Word, Excel, and FileMaker Pro. Ability to speak and write effectively; analyze situations accurately and take effective action.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Inaccuracies and errors in judgment could result in potential appointment revocation, loss of employment or cancellation of an examination. 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 DHR'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 will independently confer, advise and make technical decisions and commitments regularly regarding examination related issues with all levels within the department, State Personnel Board, and other departments. The incumbent will promptly and accurately respond to the public and internal clients regarding examination issues, and demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material from one location to another. Employee will be required occasionally to bend, stoop, and kneel; to pull or push objects; to grasp objects, to stand for long periods of time, and to twist the body or neck in a sideways motion, either seated or standing. Employee must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short

notice. Employee must sustain concentration level needed for reviewing material, auditing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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 Name (please print)

Employee signature Date

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

Supervisor Name (please print)

Supervisor signature Date