

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Policy Analyst	POSITION NUMBER 702-019-5393-xxx	EFFECTIVE March 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 direction of the Policy Branch Chief, a Staff Services Manager I in the Division of Procurement and Contracts (DPAC), the employee performs the more responsible, varied, and complex full journey-level analytical duties. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers’ expectations.

Expected to be an expert on and stay abreast of developments and changes with laws and regulations that can affect the department and/or division. Works with customers individually and in task teams to review pertinent data and ensure activities are performed in accordance with State, Federal, and Caltrans’ laws, policies, standards and controls. Partners with control Agency representatives, Caltrans Legal counsel, and Caltrans Information Technology staff as necessary to resolve administrative issues and facilitate improvements. Accomplishes tasks in accordance with all applicable statutes, regulations, and guidelines imposed by State control agencies, and established levels of service for DPAC. Communicates findings through reports, memorandums, and presentations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
30% (E)	As the DPAC Audit Liaison, coordinate with internal and external stakeholders to provide requested information for review by Caltrans’ Audits and Investigations and various external control agency staff. Participate in the audit and/or compliance review process, coordinating key stakeholder meetings and the development of DPAC’s response to audit report findings and recommendations. Track progress toward completion of recommended actions and generate status update reports as required by established audit response schedules. May lead project or

task teams in the completion of assignments identified to remediate business process deficiencies identified during an audit.

- 30% (E) Manage DPAC's inventory of Delegation Agreements which grant Caltrans Programs the authority to perform various business activities independently. Function as lead of a cross-functional work group established to evaluate the delegated Program business processes, procedures, and staff training to confirm that sufficient internal controls exist for compliance with all applicable procurement laws, rules, regulations, and established policies. Facilitate compliance reviews of a sampling of delegated Program work products, conduct a thorough analysis of findings, develop recommendations to remediate deficiencies, and generate reports to communicate results to executive staff.
- 20% (E) Assist with the development of legislative bill analysis and records management activities. Conduct research and analyze the impact of proposed legislation, soliciting feedback from various business areas as necessary. Monitor compliance with established records management program to ensure records are documented, retained, and updated in accordance with departmental and division policies and procedures.
- 10% (E) May act as backup to other analysts. Regularly participates as a member of a team to brainstorm, develop solutions, and draft recommended alternatives in response to administrative problems. As a peer reviewer, reviews drafts to ensure compliance with applicable laws, policies, and standards.
- 10% (M) Provides guidance and advice to customers and entry level analysts regarding DPAC processes, data collection and reporting, and documentation. Performs special assignments as assigned.

SUPERVISION EXERCISED OVER OTHERS

No direct supervision; however, may act as a lead analyst.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Must have knowledge of methods and techniques of effective team or conference leadership. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual,

State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the California Department of Human Resources (CalHR). Must have the ability to act as a team or conference leader.

A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with some degree of independence. The incumbent must be able to make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors, omissions, or failure to maintain documentation supporting activities could result in violations of statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Caltrans' authority to procure goods and services could be revoked by State Control Agencies if business activities are not in compliance with requirements. Poor judgment could result in loss of delegation, delays in completion of Caltrans' or other Agency programs, and loss of public trust.

PUBLIC AND INTERNAL CONTACTS

The incumbent works individually and in task teams to advise DPAC managers and customers regarding DPAC processes. In addition, the incumbent is in frequent contact with all levels of Caltrans and staff of other state agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Keyboard use is approximately 75% of the time. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

May be required to travel or participate in training/outreach activities both in the Districts and HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 (Please Print)

DATE

EMPLOYEE'S SIGNATURE

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

SUPERVISOR'S NAME (Please Print)

DATE

SUPERVISOR'S SIGNATURE