

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>DISTRICT/DIVISION/OFFICE</b> Division of Procurement and Contracts	
<b>WORKING TITLE</b> CAL-Card Administration & Compliance Analyst	<b>POSITION NUMBER</b> 702-019-5393-xxx	<b>EFFECTIVE DATE</b> October 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 direction of the Staff Services Manager I in the Division of Procurement and Contracts (DPAC), the incumbent independently develops written policies, procedures, and control measures to ensure Departmental compliance with program requirements. Coordinates and monitors the statewide CAL-Card Program for the Department of Transportation. Provides findings and recommends corrective actions to DPAC Management to ensure program compliance. 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.

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)

Job Description

50% (E)

Performs compliance reviews of procurement files, documents findings, and provides recommendations. Travel will be required to various locations. Independently analyzes reports from US Bank and the Division of Accounting to make a determination if CAL-Card transactions are prohibited. Evaluates CAL-Card Statement of Account packages to ensure compliance. Develops and maintains spreadsheets and reports to track account information, cardholder spending levels, prohibited and late purchases, and corrective actions taken for violations. Researches and consults with program staff and management regarding permissible CAL-Card transactions. Makes written findings and recommendations to management regarding potential warning notifications and cardholder cancellations. Independently recommends solutions to resolve repeat problem areas and responds to cardholder appeals. Accomplishes tasks in accordance with all applicable statutes, the State Contracting Manuals, the Caltrans Acquisitions Manual, the purchasing delegation from the Department of General Services, and the State Administration Manual.

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Serves as a liaison between the Division and Districts and Programs. As a lead analyst, trains co-workers and reviews their work prior to manager approval.

30% (E) Conducts CAL-Card Program training in various locations to a wide variety of audiences. Develops CAL-Card Program training. Incumbent is the subject matter expert regarding procurement rules and regulations; and the CAL-Card Program. Serves as the liaison with cardholders, approving officials, and the CAL-Card Program's bank. Writes and updates documents informing cardholders, approving officials, and liaisons of program updates to comply with all applicable statutes, the State Contracting Manuals, the Caltrans Acquisitions Manual, the purchasing delegation from the Department of General Services, the State Administration Manual.

15% (E) Administers the bank's database by reviewing and processing applications and account adjustments from cardholders and approving officials. Independently issues CAL-Cards, cancels CAL-Cards, transfers, and authorizes CAL-Card users. Performs database management tasks associated with creation of CAL-Card levels and establishment of approving officials. Performs database administration of cardholder and approving official information in the Department's financial system. Reconciles bank and Department's financial systems to ensure accuracy of cardholder information.

5% (M) Attends CAL-Card audit entrance/exit meetings. Researches and provides information to auditors. Drafts written responses to audit findings and recommendations. Reviews and updates CAL-Card information contained on DPAC's website.

### **SUPERVISION EXERCISED OVER OTHERS**

No direct supervision. Serves as a lead over less experienced CAL-Card Administration and Compliance Analysts.

### **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 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

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applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.

A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with a high 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. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise tact and good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The above duties have an impact on the Department of Transportation. Failure to carry out those duties could result in sanctions by the Department of General Services for failure to comply with procurement delegations and causing audit citations or lawsuits against the state by private contractors or labor unions.

### **PUBLIC AND INTERNAL CONTACTS**

Within the department, the incumbent works individually and in task teams to communicate with Districts and Headquarters staff at various levels to provide consultation and advice on purchasing policies and procedures; and the CAL-Card Program. Confers with Branch Chiefs, Office Chiefs, and other management regarding CAL-Card Program issues and recommendations. Externally communicates with the CAL-Card Program's bank, Department of General Services, vendors, consultants; and other members of the business community.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Incumbent is required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Incumbent 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, incumbent will work in a climate-controlled office under artificial lighting.

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

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Keyboard use is approximately 75% of the time:

*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)

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE      DATE

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

\_\_\_\_\_  
SUPERVISOR'S NAME (Please Print)

\_\_\_\_\_  
SUPERVISOR      DATE