

**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> Policy Analyst	<b>POSITION NUMBER</b> 702-019-5393-xxx	<b>EFFECTIVE</b> November 2014

**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.

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)

Job Description

30% (E)

Accomplishes tasks in accordance with all applicable statutes, regulations, and guidelines imposed by State control agencies, and established levels of service for DPAC. Prepares various contracting and procurement statistical data reports for both internal management use and in compliance with mandatory external reporting requirements. Facilitates management approval and issues various reports timely, maintaining all supporting documentation necessary to substantiate report content. Routinely reviews a sampling of contract and purchase documents for compliance with requirements and evaluation of the information recorded in data systems. Analyzes work products to evaluate and obtain the appropriate approvals and documentation required.

30% (E)

Leads the DPAC records management program ensuring records are documented, retained, and destroyed in accordance with Caltrans policy and the DPAC Records Retention Schedule. Evaluates the adequacy of internal controls, provides written documentation of results, and makes recommendations to improve efficiency and effectiveness of business processes. Develops legislative bill analyses, advises management of the potential impact, and facilitates any business process changes that may be

necessary in response to bill enactment. Evaluates applications for delegation of authority, partners with requestor to obtain any supplemental information necessary, develops recommendations, and drafts delegation agreement documents for management approval.

- 10% (E) Works with customers individually and in task teams to review pertinent data and ensure activities 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. Participates in the maintenance of boilerplate documents, templates, and checklists that support DPAC staff's compliance with requirements.
- 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.
- 10% (M) 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 judgement. 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. 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.

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)

\_\_\_\_\_  
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

