CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Associate Governmental Program Analyst	**DISTRICT/DIVISION/OFFICE** Division of Procurement and Contracts	
WORKING TITLE Journey-level Analyst	**POSITION NUMBER** 702-019-5393-xxx	**EFFECTIVE** December 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 a Staff Services Manager I in the Division of Procurement and Contracts, the employee performs 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)	Performs the more responsible, varied, and complex consultative and analytical staff services for the Division of Procurement and Contracts (DPAC) such as: preparing and/or writing Interagency Agreements (IA), Requests For Proposals (RFP) and/or Invitation For Bids (IFB); advertise and receive proposals, monitors selection process, facilitate proposal and presentation reviews, notifies bidders of selection committee's decision, secures contractor's signature, secures internal approvals, prepares transmittal, monitors process through department and control agencies as appropriate to final approval and execution. Travel may be required. Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Accomplishes tasks in accordance with all applicable statutes, State Contract Manual, special purchasing delegation from Department of General Services (DGS), the State Administrative Manual and established levels of service for DPAC.
30%(E)	Makes accurate and timely entries into DPAC databases. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.

15%(E)	Works with customers individually and in task teams to review pertinent data and ensure the requested services are performed in accordance with State, Federal and departmental laws, policies, standards and controls. Makes recommendations to improve DPAC processes or resolve administrative and program-related problems. Review and analyze proposed legislation and advise management on the impact or potential impact.
10%(E)	Travel may be required. May act as backup to other analysts. As a peer reviewer, reviews drafts to ensure compliance with applicable State and federal laws and State and departmental policies.
10%(M)	Provides guidance and advice to customers and entry level analysts regarding DPAC processes.
5%(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 State Personnel Board. 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 or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Poor judgement could result in delays in completion of the Department's 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 DGS staff 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)

_____
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