

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Low Carbon Transit Operations Branch	
WORKING TITLE Associate Governmental Program Analyst	POSITION NUMBER 900-064-5393-010	EFFECTIVE DATE 7/1/15

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS--WHO THE INCUMBENT REPORTS TO AND WHO REPORTS TO THE INCUMBENT, WHEN APPROPRIATE.)

Under the direction of the Senior Transportation Planner in the Division of Rail and Mass Transportation (DRMT), the Associate Governmental Program Analyst is responsible for performing a variety of complex duties including, tasks involved with providing technical assistance for disadvantaged communities and other stakeholder groups eligible under the Low Carbon Transit Operations Program (LCTOP) and the Transit and Intercity Rail Capital Program (TIRCP). The incumbent would work directly with local transportation planning agencies, transit operators, the California Air Resource Board (CARB) and their contractor, on all matters related to disadvantaged communities (DAC). The incumbent must have the ability to work independently and resolve issues while maintaining close attention to detail. The incumbent is expected to produce quality work within requested time frames with minimal supervision. Some travel may be required.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Essential (E) Percentage Marginal (M)	Job Description
E 45%	Performs the tasks of liaison between CARB and their contractors, and local applicants, by responding and assisting potential applicants in meeting the disadvantage community benefit requirement under both the LCTOP and TIRCP. This includes working closely with CARB and local transit agencies to ensure eligible transit projects are selected that will provide direct and meaningful and assured benefits to disadvantaged communities. Incumbent will coordinate and attend all meetings pertaining to DAC and provide updates as needed to the California State Transportation Agency (CalSTA) and CARB. Incumbent will also guide all potential applicants during the application preparation and submittal process to ensure the disadvantage community benefit requirements are satisfied for both the LCTOP and TIRCP.
E 30%	Provide program specific information regarding application and disadvantaged community benefit requirements in accordance with statute and program guidelines. Incumbent may be assigned to work as field representatives in complex and controversial intergovernmental negotiations as it relates to the LCTOP and TIRCP.
E 20%	Incumbent will be asked to conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives. This will include, researching information related to disadvantage community census tracts and reviewing transit

ridership reports submitted by local transportation agencies and transit operators in accordance with CARB reporting requirements.

- E 5% Provide program information as needed to CalSTA and CARB regarding disadvantage community matters. In addition, coordinate with DRMT staff on specific project reporting requirements as it pertains to LCTOP and TIRCP.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge of topics such as:

- Knowledge of organization and functions of the Department of Transportation;
- Incumbent will utilize telephone and written communications;
- Must also have the skills and ability to utilize computers to perform the word processing, develop spreadsheets, including Microsoft Word, Microsoft Excel and Quicken, and File Make Pro.
- Ability to speak and write effectively; analyze situations accurately and take effective action.
- Ability to operate computers, printers, scanners, copiers and other office machinery.

This position requires abilities such as:

- Gathering, compiling and conducting research;
- Reading and interpretation of plans, issue papers, financial statements, invoices and audit reports;
- Writing effectively;
- Communicating orally;
- Working in teams;
- Working and communicating effectively and efficiently with others internal and external to Caltrans;
- Developing formats and visually displaying data and information;
- Understanding public policy and legislative process;
- Problem solving;
- Assuming responsibility for a broad range of tasks (multi-tasking);
- Application of established procedures and program guidance for projects;
- Networking, and gathering, compiling and manipulating data using a computer.

This position requires analytical skills such as:

- Gathering, analyzing, interpreting and determining the merits or impacts of written and/or verbal communication and data;
- Anticipating and/or recognizing issues/problems related to the LCTOP and TIRCP;
- Developing concepts to solve problems;
- Proposing appropriate courses of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is then independently and incumbent makes recommendation as necessary. Decisions may be made in the absence of the supervisor in situations where immediate action is required. Errors in judgment or inadequacies in recommendations could result in inadequate misrepresentation of a project's overall required benefits.

PUBLIC AND INTERNAL CONTACTS

Have a wide variety of regular contacts with persons outside the DRMT Program. Contact is by telephone, in writing, and in person. Frequent contact occurs with local transit operators, CTC staff, CalSTA, CARB, and other department staff members on the planning, programming, funding, contract/agreement execution, development and monitoring of State-funded rail and transit projects, and related transit policy.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must:

- Have the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time;
- Be able to bend, stoop and kneel;
- Be able to develop and maintain cooperative relationships;
- Be able to perform tasks utilizing a personal computer;
- Have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects in short notice;
- Be able to concentrate for long periods in order to review and create documents;
- Be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operation (usually in a cubicle), the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Overtime may be required and/or restricted, and vacations may be restricted, during peak workload periods, fiscal uncertainty, and fiscal year-end closing.

Employees may be required to travel within state, but travel is infrequent.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodations, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodations, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE

EMPLOYEE (Sign)

DATE

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

SUPERVISOR

SUPERVISOR (Sign)

DATE