STATE OF CALIFORNIA·DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| ASSOCIATE GOVERNMENTAL PROGRAM ANALYST | Transportation Programming/SHOPP | |
| **WORKING TITLE** | **POSITION NUMBER** | **EFFECTIVE DATE** |
| ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/SHOPP | 900-080-5393-004 | November 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: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSTION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS WHEN APPRO PRIATE IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.)

Under the direction of the Chief of the Office of State Highway Operation and Protection Program (SHOPP), a Supervising Transportation Engineer, and the lead of a Senior Transportation Engineer, the position will be responsible for development, administration and management of the annual SHOPP Minor Program, including development and analysis of project and program performance and management reports to manage program with budget. The position also develops the 10-year state rehabilitation plan as required by Streets and Highways Code section 164.6, and supports the overall management and implementation of the SHOPP through the daily use and operation of project scope, cost, schedule, and performance SHOPP database. The position performs assignments independently and creatively, meets short deadlines on a continuous basis, and effectively works with all District Offices, Headquarters Program areas, and SHOPP management regarding issues related to the SHOPP. Typical tasks include but may not be limited to the following:

## TYPICAL DUTIES:

| Percentages Essential (E)/ Marginal (M)[1] | Job Description (PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER.) |
|---|---|

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

50%(E) Responsible for development, administration and management of the annual SHOPP Minor Program, currently a $150 million per year portfolio of rehabilitation and reconstruction projects. The annual SHOPP Minor Program is reserved for small SHOPP eligible projects, including Minor B projects that have a construction limit of up to $281,000 and Minor A projects have a construction limit in excess of $281,000 and up to $1,000,000. Specific responsibilities include development and analysis of project and program performance and management reports to manage program within annual budget, development of district funding targets based on prior year performance, small business utilization, and lane-mails, and coordination with staff in all districts, budgets, project delivery, and accounting to assign funding to projects, to resolve project financial issues, and acquire project and program-level financial information. Determine eligibility

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of projects for funding. Develops California Transportation Commission agenda items, including the annual allocation request, project allocation reporting, and close-out.

25%(E) Insure project scope, cost, schedule, and performance information is accurately represented in SHOPP program management database. Develop project amendments to reconcile project changes in program management systems. This includes development of data quality management procedures, and verification of existing project information as compared to current project status reports, change requests, amendments, and allocations.

15%(E) Responsible for development of the biennial 10-year state rehabilitation plan as required by Streets and Highways Code section 164.6. The plan estimates transportation funds needed for major improvements that are necessary to preserve and protect the state highway system. Projects included in the plan are capital improvements relative to the maintenance, safety, and rehabilitation of state highways and bridges. Plan development requires close collaboration and coordination with functional managers, subject-matter experts, and planning. The plan is an integral part of the Departments' funding process for the SHOPP program and as required by statute is delivered to the Legislature and Governor.

5%(M) Develop and implement process and procedure to enhance the efficiency, effectiveness, and transparency of SHOPP program management and project delivery.

5%(M) Conduct special studies, including the preparation of program and project-level charts, diagrams, maps, spreadsheets, fact sheets, correspondence, research, and reports as needed for the effective management of the SHOPP program. This also includes preparation and analysis of project and program financial and budget information.

## SUPERVISION OR GUIDANCE EXERCISED OVER OTHER

The Associate Governmental Program Analyst does not supervise but may act as lead worker.

## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Ability to analyze administrative problems and adopt an effective course of action, and reason logically and creatively.
- Ability to advise Supervising Transportation Engineers and other internal/external parties on issues related to the SHOPP.

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- Knowledge of the state and local transportation systems and their capital improvement needs. This includes knowledge of project management, project development, programming and the system planning processes.

- Knowledge of the state budgeting and Department accounting processes, procedures, and requirements.

- Requires a demonstrated ability to use existing databases, analyze trends from this data, and present these items in a clear concise manner to management using various presentation techniques. Demonstrated creativity in these functions is highly desirable.

- Knowledge of state/federal statutes, regulations, guidelines and policies related to transportation programming, project delivery and funding of transportation projects.

- Ability to communicate effectively both in writing and orally. The ability to develop and maintain effective working relationships and work cooperatively with others. Ability to respond to inquiries from Caltrans management and internal and external customers in a timely and effective manner.

- Knowledge of and the ability to use a personal computer equipped with e-mail ( Microsoft Outlook), word processing, spreadsheet, and database software including Microsoft Word, Microsoft Excel, FileMaker Pro, and internet applications is required.

- Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly, and to be responsive to customers and management policy.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Governmental Program Analyst is responsible for working with others to ensure timely accurate recommendations on programming issues are made. The consequences of not meeting responsibilities or making poor decisions and recommendations could jeopardize the timely availability of funding for state, regional and local projects, therefore resulting in delivery failure.

## PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contacts with internal and external staff.

## PH YSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal to access database information.

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## WORK ENVIRONMENT

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

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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.)

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| EMPLOYEE (Print) | |
|---|---|
| EMPLOYEE (Signature) | Date |

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

| Supervisor (Print) | |
|---|---|
| Supervisor (Signature) | Date |

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