

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Accounting/Office of Receivables, Systems & Administration	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Governmental Program Analyst	900-081-5393-xxx	

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:

Working as a team member under the supervision of a Staff Services Manager I in the Division of Accounting/ Administrative Services . The Associate Governmental Program Analyst will provide a reporting format and professional and expert management consultation of allocations and expenditures for the Division.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	The incumbent forecasts and plans budgeted expenditures and allocations in the Division. The incumbent is responsible for monitoring expenditures and allocations to advise management on expenditures and allocations related to budgeted expenditures by the use of Excel spreadsheets, Datalink and AMS Advantage.
25%	E	The incumbent creates various reports to communicate trends, forecasts and projections to Division executive management.
15%	E	The incumbent serves in an analytical and advisory role for the Division's executive management in budget planning and incorporates decisions made into fiscal year budget planning. The incumbent provides recommendations on appropriate charging practices to avoid erroneous recording of expenditures.
15%	E	The incumbent certifies the availability of funds and works with various Programs throughout the Department to receive additional funding as necessary. The incumbent reports on expenditures to the program and fund level. The incumbent also projects expenditures and allocation needs, and works with Division of Administration to correct any variances.
10%	M	Serves as the backup to the Human Resource Liaison. (Staff Central coordinator, posting VPOS ads, and making monthly updates to the organizational charts and roster.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This incumbent does not supervise other employees but acts as a lead worker over another employee performing limited review and monitoring of Division allocations and expenditures.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles of modern methods of business administration and the organization and functions of the Department are necessary. The incumbent should have a basic understanding of the accounting program and how it relates to the Department's overall mission. The incumbent must have the ability to work independently, be able to communicate effectively, be able to interpret written material, write effectively, reason logically and use analytical techniques to solve varied administrative problems and create graphs. An understanding of accounting and the budget process and function is also necessary. Familiarity with Access database is also helpful.

Employees must be aware of and agree to comply with the following policies with regards to access to personal information including, but not limited to, Social Security numbers, Federal Tax Identification numbers (for businesses), home addresses, home telephone numbers, leave balance information, all personnel information, documents, etc.

1. Individuals accessing Caltrans information assets must use all due care to preserve data integrity and confidentiality.

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- 2. Password and access devices are to be treated as confidential information and restrictive devices.
- 3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.
- 4. Users must take reasonable precautions to prevent virus contamination of State systems.
- 5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets.

Users must take extra precautions to maintain department employees and vendors confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents, etc.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Employee is responsible for carrying out a wide range of duties of an administrative and analytical nature. Failure to recognize problem areas or otherwise effectively carry out assigned responsibilities could result in misallocated resources or inadequate support for the Division, which would contribute to ineffectiveness and reduced financial controls and could lead to the over or under expenditure of budgeted funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely work with executive management in the Division to forecast, plan, monitor and report on the Division's budget. The incumbent will also work closely with budget analyst in the Administration program to project and report on the Division's budget needs, allocations, and expenditures. The incumbent may also work with the Division of Budgets to report on expenditures and projections.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

WORK ENVIRONMENT

While at their base of operation, employees 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. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel is not very frequent.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)	DATE
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