

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D82/Budget Policy & Development	
WORKING TITLE Budget Analyst	POSITION NUMBER 900-082-5393-xxx	EFFECTIVE DATE

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 Chief (SSM II), Budget Policy & Development Branch, the Associate Governmental Program Analyst will be responsible for preparing, maintaining, and developing technical documents used to create the Department's portion of the annual Governor's Budget. As a program budget analyst, the incumbent will coordinate and prepare statewide support budget allocations and reconcile those to the State Operations appropriations. Incumbent will prepare expenditure reports and monitor internal budgets; develop Budget Change Proposals and Finance Letters for assigned program; perform independent analysis of financial information; review and evaluate budget documentation; coordinate the preparation and submittal of program budget materials and provide training to budget staff on those materials; prepare and evaluate reports for consistency and accuracy; and provide liaison functions to supporting data systems. Irregular hours during peak workload periods may be required.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Works independently and collaboratively with team members in preparing all Budget Schedules including, but not limited to, past-year, current-year, and budget-year Schedule 10s; Pro-Rata/SWCAP; Schedule 10, Revenue; Schedule 2, Changes in Authorized Positions; Fund Condition Statements; Summary by Object; Schedules 9 & 11, Operating Expense & Equipment; and Reimbursement/Federal for submittal to Department of Finance (DOF). Responsible for the development of the annual Schedule 8 and 7A (Salaries & Wages Supplement), which includes providing direction and assistance to the Position Control Unit, Division of Human Resources, on the Schedule 8 reconciliation process. Provides consultative position management and fiscal services as related to the Standard 607 development process. Evaluates the departmental and program impact of all Budget Letters issued by DOF. Ensures the Governor's Budget package has been developed in conformance with departmental, Agency and Governor's Office policies, and with the DOF requirements. Researches and compiles data to create spreadsheets in response to drills (i.e.; Budget Letters) from DOF, Legislative Analyst's Office, and Agency. Provides technical assistance to the Budget Office, answers budget related questions and resolves budget related issues. Participates in special assignments.
35% E	Consults with programs in all aspects of monitoring their statewide expenditures by program, category of expenditure and fund source, and coordinate results each month with budget managers and program budget representatives as information will also be used to calculate monthly projections. Evaluate expenditures and projections for accuracy and consistency against encumbrances, and prior-year expenditures. Monitor and reconcile Budget Act appropriations to budget expenditure levels to ensure proper financial controls are in place.
20% M	Prepare Budget Change Proposals, Finance Letters, Budget Revisions, and Section Letters. This includes responsibility for the recording of all the above once approved by the DOF, Legislature, and Governor's Enacted Budget. Track Legislative Analyst's Office Supplemental Language reporting requirements, questions and responses.

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 position does not exercise direct supervision. However, the incumbent may have a lead role in special assignments with planning and coordinating the work of others on a variety of large, sensitive, and complex assignments.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Strong analytical skills are essential. The Associate Governmental Program Analyst (AGPA) in this position must have knowledge of the State's budget development process and requirements; State Administrative Manual; DOF requirements; Governor's Office; Agency and Departmental Budget policies; and Department's mission, goals and objectives. Incumbent must be familiar with the legislative process and its corresponding impact upon the budget process and sources of funding. The incumbent must have knowledge of research methods and techniques, and have the ability to understand computerized models in order to research or analyze data. Additionally, incumbent must have the ability to communicate effectively to individuals and groups, both orally and in writing; plan, organize and prioritize complex and sensitive workload issues to complete complex assignments; prepare and present technical information in a format suitable for management reporting; analyze information and make recommendations; and establish and maintain cooperative working relationships.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is charged with ensuring the technical integrity of the Department's final Governor's Budget. Failure to ensure this final product complies with established requirements could result in the Department's failure to have an acceptable budget product for the DOF, Agency, and legislative review and approval.

PUBLIC AND INTERNAL CONTACTS

The AGPA in this position has frequent contact with Departmental management and staff as well as Department of Finance representatives. Incumbent will provide information to and respond to questions from the following individuals: Program Budget Manager, Assistant Program Budget Manager, Principal Program Budget Analyst, and Budget Analyst. Relationships with Department of Finance have a major impact on the Department's credibility and frequently affect the ability of the Department to influence public policy.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to do the following: sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multitask; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be able to perform effectively under rigid time constraints and pressure. Working irregular hours during peak workload periods may be required.

WORK ENVIRONMENT

Assignments are wide, varied and complex, involving tight deadlines, overtime, conflict, and the associated stress and tension in the development and monitoring of the budget. Employee will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 7:30 a.m. and 5:30 p.m.

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

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

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
