STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Headquarter/Budgets/Capital Outlay Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Governmental Program Analyst	900-082-5393-616	

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 Staff Services Manager I in the Capital Outlay Unit, the Associate Governmental Program Analyst is responsible for preparing allocation requests for the California Transportation Commission (CTC) action to authorize funding for Capital Outlay construction projects and/or Local Assistance projects. Incumbent is also responsible for processing delegated allocations and supplemental funding requests, as well as tracking program and project allocations on a monthly basis. Incumbent is responsible for participating in the development of the Capital Outlay and Local Assistance portions of the Governor's Budget.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Analyzes project allocation requests for technical accuracy; prepares complex monthly agenda items for CTC action to authorize project funding; independently processes allocations and supplemental funding requests per departmental delegated authority; tracks, monitors and reconciles allocations and appropriation levels; tracks and analyzes program changes; and responds to technical inquiries from management and CTC.
25%	E	Researches Capital Outlay and Local Assistance complex funding history, which includes over 20 funds and accounts; prepares reports for Caltrans management, the CTC, the Department of Finance, and other external agencies; reviews and analyzes proposed legislation and special program proposals for operational, budgetary, fiscal, and legal impact; formulates procedures and program alternatives; and makes recommendations.
25%	E	Independently prepares allocation revisions/supplements for approved construction projects; creates and monitors complex spreadsheets used for tracking all Capital Outlay and Local Assistance project allocations against allocation capacity and budget act authority; updates databases used for monitoring Capital Outlay and Local Assistance projects; and monitors and analyzes appropriation balances to resolve any funding deficiencies.
15%	M	Performs complex technical analysis of program policy to assist in the development of the Governor's Budget for Capital Outlay and Local Assistance; and independently researches Caltrans budget history to continually provide alternatives and recommendations to management.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the departmental and CTC policy and procedures, statewide Capital Outlay budget process, departmental programming process and STIP terminology. Must be familiar with Caltrans' accounting system and the interrelationship between Capital Outlay and support functions. A working knowledge of mainframe databases and personal computers is required.

Ability to prepare quick turnaround policy and fiscal analyses, work with mainframe and personal computers, and write and speak clearly and concisely.

The incumbent must be able to meet tight internal and external deadlines, be flexible, and posses strong analytical and

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communication skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the Department's Capital Outlay and Local Assistance project allocations. Failure to ensure that proper allocations of funds are made could result in costly delays in delivery of construction projects. Inappropriate recommendations to management or presentation of inaccurate data would lead to erroneous decisions concerning use of appropriations.

PUBLIC AND INTERNAL CONTACTS

Independently confers with District and Headquarters staff including Resource Managers, Program Managers, Budget Analysts, and the Accounting and Engineering Service Centers.

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.

WORK ENVIRONMENT

Employee will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 6:30 a.m. and 6:00 p.m. Overtime may be required during time of peak workload.

I have read and understand the duties listed 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.)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE