

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	OFFICE/BRANCH/SECTION D20/HQ - IT/Management Support Office/Resource Mgmt	
WORKING TITLE Operating Expense Budget Analyst	POSITION NUMBER 900-170-5393-924	EFFECTIVE DATE 10/01/2015

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:

Under the general direction of a Staff Services Manager II (SSM II), the incumbent independently performs the more responsible, varied, and complex professional level technical and analytical duties with a high degree of initiative, responsibility and originality in developing and monitoring Information Technology's (IT's) Operating Expense (OE) budget. The incumbent will assist in the development and tracking of the annual budget and Budget Change Proposals (BCP's), including preparing and maintaining spreadsheets/databases to track progress and decision-making of concept papers, budget adjustments, and program resources, updating documents provided to Management for BCP preparation, analyzing control agency budget instructions and updating the appropriate internal procedures, preparing fiscal display cost sheets for the BCP's, and analyzing data from various reports for IT internal tracking reports. This position is expected to continually enhance our customer's experience by implementing, utilizing, and monitoring proven customer service practices. The Budget Analyst is a highly visible position within IT and therefore regular attendance must be maintained.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Works closely with the IT Personal Services (PS) Budget Analyst and IT Management Support Office (MSO) managers to develop and monitor the OE budget. Ensures expenditures are tracked within the allocated resources and independently develops expenditure projections by Fund Source, Expenditure type, Category, Class, Service Code and Project Code. Develops IT's budget by analyzing expenditure history for past fiscal years as well as taking into account known expenditure projections for the new fiscal year. Resources are often committed to expenditures spanning multiple years; therefore, the incumbent must develop expenditure projections by Fund Source, Expenditure type, Category, and Object Code to ensure proper financial controls are in place. The incumbent will take the appropriate action to verify and record all types of expenditures in order to ensure full fiscal accountability. The incumbent will manage all aspects of IT's Zero Based Budgeting processes and procedures.
20%	E	Analyze allocations as received and calculate percentage spread for IT Project Codes. Provide funding detail for all IT funded transactions, Purchase Requests and contracts of goods and services including Electronic Data Processing hardware, software and maintenance, and general procurement such as office equipment and supplies. Document and update procedures and business processes related to managing the IT budget. Manage all OE allocations and expenditures including developing new OE budget codes, calculate percentage spread for IT OE project codes and review funding detail for all IT OE transactions. The incumbent will manage, modify and produce reports on all financial aspects of IT's Interagency Agreements (IAA's).
20%	E	Capture all expenditures and provide Management with accurate reports on demand. Monitor and report OE budget allocations, encumbrances and expenditures through various financial sources on a weekly, monthly, quarterly and annual basis. Prepare detailed status and ad-hoc procurement expenditure reports to Management. The incumbent will work with Management on the financial reporting for IT projects and Feasibility Study Reports (FSR's). In addition to producing monthly expenditure reporting on the budgeted resources and expenditures, the incumbent must be able to accurately report on how the resources were used.

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20%	E	Provide to District IT Managers, Headquarters IT Managers and IT staff, funding detail for IT Purchase Requests and contracts. Provide assistance to Accounting in clearing transaction errors that arise when coding is missing or is incorrectly used. Accurate funding (coding) information includes Expenditure Authorizations (EA's), Service Codes, Object Codes, etc. The incumbent will work closely with internal Workforce Support, Procurement and Certification staff as well as the Division of Procurement and Contracts (DPAC) to reconcile approved Purchase Requests.
5%	M	Work with and provide backup to other IT staff that monitor IT budgets as part of their routine duties (i.e., Personal Service Budget Analyst, Training and Travel Coordinator, Supply Purchase Coordinator, Accounts Payable Coordinator, Purchase Request Coordinator, and Telecommunications staff, etc.)

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

None but may act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of State budgeting, purchasing processes and Caltrans fiscal policies and procedures. Incumbent must be proficient in using database, spreadsheet and charting software. The ability to operate Microsoft Access and develop spreadsheets utilizing the Microsoft Excel spreadsheet application is critical. Must have the ability to work independently and communicate effectively and tactfully. Must be able to evaluate and interpret statistical data. Must possess strong organizational and interpersonal skills, and must be able to multi-task and work effectively in a team setting. Ability to reason logically, use various analytical techniques, develop alternatives and solutions, present recommendations in oral and in written format to Management on budgeting and other administrative issues. Must be able to interpret complex fiscal information from a variety of sources including AMS Advantage and budget for future costs of personnel, equipment, supplies, and service needs. The IT OE Budget Analyst is a high-profile and visible position with direct interactions with IT Executive Management, therefore tact and discretion is vitally important.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must ensure decisions and recommendations are based on sound analysis of laws and rules, policies, facts, and appropriate criteria. Errors or inaccurate reporting may cause over expenditure of authorized budget resources and could cause the Division and Department to under utilize resources.

PUBLIC AND INTERNAL CONTACTS

Requires daily contact with all levels of Management and staff throughout the Department. Has frequent contact with external entities such as vendors doing business with IT, Department of General Services (DGS), Department of Technology Services (OTech), and Caltrans Management and staff in Accounting, Budgets, Procurement and Contracts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard, video display terminal and telephone. Additionally, the incumbent must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; consider and respond appropriately to the needs, feelings and capabilities of different people in different situations; be tactful and treat others with respect; have the ability to multi-task; adapt to changes in priorities; and complete tasks or projects with short notice.

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WORK ENVIRONMENT

The incumbent performs assigned tasks in a work environment under artificial lighting with reasonable noise levels using a personal computer.

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)

Sabrina Watts; Staff Services Manager II

SUPERVISOR (Signature)

DATE
