

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE D20/HQ IT/IT Management Support Office	
WORKING TITLE IT OE Budget Analyst	POSITION NUMBER 900-170-5393-924	EFFECTIVE DATE June 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of a Data Processing Manager I, (DPM I), the incumbent independently performs the more responsible, varied, and complex professional-level technical analytical duties with a high degree of initiative, responsibility, and originality as follow:

TYPICAL DUTIES:

E - Essential
M - Marginal

35% E Operating Expense Analyst

Work closely with the Personal Services Analyst, Human Resource Staff, and IT Management Support office managers to develop and monitor the Operating Expense (OE) budget. Ensure expenditures are tracked within the allocated resources and independently develop expenditure projections by Fund Source, Expenditure type, Category, Class, Service Code and Project Code. Develop Information Technology's (IT) 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 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.

20% E Maintenance

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 EDP 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.

20% E Reporting

Capture all expenditures and provide management with accurate reports on demand. Monitor and report OE and PS budget allocations, encumbrances and expenditures through various financial sources on a weekly, monthly, quarterly and annual basis.

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Prepare detailed status and ad-hoc procurement expenditure reports to management. In addition to reporting on the budgeted resources and expenditures, the incumbent must be able to accurately report on how the resources were used.

20% E **Customer Service**

Provide to District IT managers, Headquarter IT managers and IT staff, funding detail for IT purchase requests and contracts. Provide assistance to Accounting in clearing transactions errors that arise when coding is missing or is incorrectly used. Accurate funding (coding) information includes, EAs, service codes, object codes, etc. The incumbent will work closely with internal Procurement and Certification staff as well as the Division of Procurement to reconcile approved purchase requests.

5% M Work with and provide back up 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.)

SUPERVISION EXERCISED OVER OTHERS:

None.

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 charts software. The ability to operate Access and develop spreadsheets utilizing the 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 written form 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 cost of personnel, equipment, supplies, and service needs.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

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 underutilize 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, Department of Technology Services, and Caltrans management and staff in Accounting, Budgets, Procurement and Contracts.

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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.

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 accommodation, please discuss this with the hiring supervisor.

Employee's Name (please print) Employee's Signature Date

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

CARRIE YEAGER

Supervisor's Name (please print) Supervisor's Signature Date