

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 1 / Administration / Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Budget Officer	901-001-5393-013	August 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 direction of the Chief, Budget Office, a Staff Services Manager I. The Incumbent is responsible for complex analytical assignments. The incumbent will be responsible for providing consultative services to management on contract modifications and administration, Project Encumbrance Adjustments, and developing and maintaining detailed reports. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Develop and manage a wide variety of service contracts, working closely with management; other government agencies; and private vendors and contractors. Research and provide answers to questions covering the broader technical aspects surrounding contract administration and specific project guidelines as outlined by the Division of Procurement and Contracts.
35%	E	Review, research, and assist contract managers in modifications to converted documents in EFIS/AMS Advantage. Assist contract managers in the liquidation process to allow for funding needed for additional purchases and/or expenses. Manual re-class Contract (CT) modifications to ensure encumbrances are posting to correct funding lines. Monitor and approve project related CTs, POs, CAS documents, and CAM documents. Request and monitor workflow on emergency contracts in AMS Advantage through contract issuance.
10%	E	Create and modify project information and fund coding in AMS advantage. Create, modify, and verify budgets in Budget Structure 40 and Budget Structure 94. Assist district staff in AMS navigation, project set-up questions, and fund verification. Research Account, Program, and Division requests for project funding modifications to include opening and closing phases, researching errors, and project information updates.
5%	E	Fund certifications. Research and report Advantage error issues regarding BGE 40 and BGE 94 on project support and construction phases. Work with Headquarters Accounting staff to correct accounting errors. Work with District Project Control Officer to make corrections at a district level when necessary.
5%	E	Monitor and research Lapsing Appropriations. Advise contract managers on final transaction modifications and advise contract managers of the fiscal year final invoice payments deadline published by Accounting. Coordinate with district contract managers to ensure liquidation of all completed contracts and obsolete pre-encumbrance documents in AMS Advantage before end of fiscal year.
5%	M	Provide cross training within the Budget Office/Project Control. Develop, update, and maintain a Desktop Procedures Manual for this position.

<sup>1</sup>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**

This position does not supervise other employees. May act in a lead capacity to other Budget staff.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of basic grammar, spelling, punctuation, and math. Must have knowledge of generally accepted accounting principles. Must be knowledgeable of laws, policies, and guidelines in the Caltrans Coding Manual, Accounting Manual, departmental programs and policies relating to Budgets and how to apply them.

The incumbent must be able to communicate effectively working towards an agreement and negotiate to find mutually acceptable solutions to issues. Must be able to research, analyze, and make recommendations on issues. Must be able to produce documents that are concise, clear, and understandable. Must be able to effectively identify and analyze problems, evaluate information from regulations, departmental policies, laws and/or rules, determine its accuracy and relevance and consider the effect of such changes. Must be able to use sound judgment to generate and evaluate alternatives and recommend solutions, and use imagination and resources to develop new insights or methods where current methods and procedures are inapplicable or outdated. Must be willing to take reasonable risks.

The incumbent must be proficient in accessing information from departmental computer programs such as EFIS/ Advantage, Excel, Office and use of the internet, and intranet.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent applies program guidelines in monitoring allocations encumbrances and expenditures. Noncompliance may adversely over or understate project expenditures and projections allowing decisions to be made based on inaccurate data.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with managers and supervisors on updating and monitoring allocation and expenditure information, and will work with Headquarters staff to resolve issues. The incumbent will communicate with employees to provide information to satisfy their expectations.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must be open to change and new information, adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must adapt rapidly to new situations warranting attention and resolution. Must be able to deal effectively with people using tact and good judgment. Must be able to work closely with managers and supervisors on updating and monitoring allocation and expenditure information. Incumbent may also be required to travel.

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## WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting.

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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.)

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EMPLOYEE (Print)

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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.

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\_\_\_\_\_  
SUPERVISOR (Print)

\_\_\_\_\_  
SUPERVISOR (Signature)

\_\_\_\_\_  
DATE