

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Associate Governmental Program Analyst	District 1/Administration/Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Budget Analyst	901-001-5393-xxx	June 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve 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 direction of the Chief, Budget Office, a Staff Services Manager I, and on occasion the District Project Control Officer, 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

Essential (E)/Marginal (M)¹

JOB DESCRIPTION

- 50 % (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.
- 20 % (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.
- 15 % (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.
- 10 % (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. Develop, update, and maintain a Desktop Procedures Manual for this position.

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 EXERCISED OVER OTHERS:

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

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.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

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.

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.

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.

WORK ENVIRONMENT:

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

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name (print)

Signature _____ Date _____

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

Supervisor's Name (print)

Signature _____ Date _____