

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>ASSOCIATE GOVERNMENTAL PROGRAM ANALYST</b>	OFFICE/BRANCH/SECTION <b>DISTRICT 1 / ADMINISTRATION / BUDGETS</b>	
WORKING TITLE <b>BUDGET OFFICER</b>	POSITION NUMBER <b>901-001-5393-013</b>	EFFECTIVE DATE <b>DECEMBER 2014</b>

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, Budgets, a Staff Services Manager I, incumbent will assist with the development and management of the District's Personal Services and Operating Expense budgets. The incumbent will update, monitor, maintain, and report on budgetary information by program for various Divisions within the District. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	The Budget Officer assists and advises the district programs in the monitoring and management of the support allocation budget (operating expenses and personal services dollars.) Prepares monthly budget reports for District Management, detailing allocation and expenditure information by program, category, funding source, and Project Identifier. Analyses requests for information, and produces detailed budgetary reports and/or provides information from Info Advantage or DataLink for Management and District personnel. Serves as a primary resource for the assigned various Programs in the District for budget, Info Advantage, DataLink and contract management inquiries.
25%	E	Fund Certification. Responsible for the review and certification of Purchase Requests (RQS), Purchase Orders (PO), and Service Contracts (CT) for the assigned various Programs.
15%	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.
10%	E	Student Assistant Liaison, responsible for certification of timesheets and monitor the Task Order in Advantage to ensure proper funds are available. Advise management when additional funding is needed. Attend monthly teleconference meetings with Headquarters.
5%	M	Serves as backup Cashiering and Payroll Warrant distribution and serves as a backup to Project Control.
5%	M	Serves as a backup to the Budget Manager.

<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.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of the principles and modern methods of public and business administration. Must have strong written and verbal communication skills, and the ability to prepare detailed written correspondence, in a clear and logical manner. Requires a thorough knowledge of the departmental expenditure authorization process; the Departmental budgetary process, a general knowledge of the Departmental accounting system; the District and Departmental organization; and the ability to analyze data and present ideas effectively. Must have knowledge of the principles, laws,

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rules, and guidelines pertaining to Caltrans budgeting procedures, as well as knowledge of control documents such as the Caltrans Coding Manual. Must be proficient in the use of desktop computer hardware and software. Must be able to access Corporate or District files and/or databases containing budget data. Must be proficient in accessing and retrieving data from Advantage/Info Advantage, DataLink, and other major accounting/budgeting systems.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making and controlling budget allocations internal to the District. An error in this effort could result in overrunning the District budget. The use of an unapproved Project Identifier or failure to issue a Project Identifier to a project in a timely manner could result in the loss of the use of appropriated funds or loss of Federal aid. Incorrect or incomplete advice to managers could result in expenditure of unauthorized funds.

## PUBLIC AND INTERNAL CONTACTS

Must have continuous, daily contact with the District Budget Officer, and contact as required with District management, staff, District supervisors, Headquarters staff, and other District and/or Region staff.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must be able to work effectively under periods of stress, resulting from multiple deadlines and exercises. Incumbent needs mental ability and propensity for detail work. Must be able to deal effectively with difficult and sometimes angry individuals, while maintaining a calm and professional demeanor.

## WORK ENVIRONMENT

Incumbent will work in an office utilizing modular furniture, under artificial lighting. Minimal travel is required.

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