

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
POSITION DUTY STATEMENT**

01-4-140

<b>CLASSIFICATION TITLE</b>	<b>DISTRICT/DIVISION/OFFICE</b>	
Associate Governmental Program Analyst	District 1/Project Management Support Unit	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Project Analyst	901-001-5393-XXX	June 2013

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 the general direction of the Chief, Project Management Support Unit, a Staff Services Manager I, incumbent serves as the Project Analyst. Incumbent will be an expert in the use of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), and Project Resource and Schedule Management (PRSM) tools; works independently with a high level of responsibility to ensure on time and within budget project delivery using Critical Path Method (CPM) techniques. Incumbent is expected to perform complex technical analytical assignments and work with a high degree of initiative and motivation, and maintain cooperative working relationships with both internal and external customers. Incumbent may act as lead on special projects or assist by providing lead guidance to lesser experienced staff. Duties include but are not limited to:

**TYPICAL DUTIES:**

**PERCENTAGE**  
Essential (E)/Marginal (M)

**JOB DESCRIPTION**

50% (E) Create, modify, and maintain project work plans utilizing CPM techniques in the PRSM and OWB project management computer applications to track the life cycle of a project and generate the workload needs of the department. Produce resource, task assignment, and status reports required to monitor project cost, scope, and schedule by utilizing PRSM, excel, and AMS reporting tools. Analyze and forecast project data obtained from using Earned Value (EV) and informational dialog with others, with consideration for programming constraints and business practices. Solicit and monitor the opening and closing of project phases, project expenditures, and SB45 component costs. Monitor appropriate time charging of staff work to maintain project integrity. Monitor PRSM alerts to prevent possible resource problems, functional workload peaks, cost overruns, or other conditions which may impact project delivery.

25% (E) Review North Region (NR) Website project information error reports, entering correct data and project status or facilitating the responsible department's corrective action. Responsibility to review and monitor assigned workplans to ensure current project status on a daily basis. Recommend approval of functional input in PRSM. Provide PRSM guidance and education for department staff.

- 10% (E) Schedule and attend Project Development Team (PDT) meetings. Provide documentation to the Project Development Team (PDT) and Project Manager to review and gather meeting input by attendees.
- 10% (M) Provide PRSM guidance and online assistance to Project Managers, Functional Managers in project scheduling. Develop managerial and functional standard reporting processes. Compile and analyze monthly status data and summaries. Provide support for planning and attend external public meetings. Lead an effort as assigned by Chief for PRSM Support Desk, PRSM Instructor, Project Close-Out Coordinator, Website Master, PRSM Reports Contact, or comparable supporting role.
- 5% (M) During Project Manager's absence may be required to report on project-related matters. Occasionally, accompany the Project Manager on field reviews. Completion of design assignment requests (DAR), Project Change Requests (PCR), and other forms necessary for project delivery management. On occasion may be asked to act on behalf of PMSU supervisor. Create instructional diagrams or Job Aides.

**SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise other employees, but may act as lead on special projects or provide guidance to lesser trained staff.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The position requires an individual with hands on experience, or is capable of learning, project workplan scheduling, monitoring, and statusing of Caltrans program projects using a sophisticated computer scheduling tool. As such, must have knowledge of critical path method (CPM) and Project Management principles / tools / techniques including Earned Value (EV) reporting. Knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans Projects Managers, Functional Managers and existing project related information systems. The incumbent must be able to effectively communicate with the Project Managers, Functional Managers and Office of Project Support staff.

Ability to reason logically and utilize a variety of analytical techniques to resolve complex project or department problems; develop and evaluate alternatives and solutions; analyze data and present ideas and information effectively both orally and in writing; consult with and advise project managers or others functional staff on a wide variety of project management subject matter; gain and maintain the confidence and cooperation of those contacted during the course of work.

Knowledge of principles, practices, and processes of Project Management Delivery. Incumbent must be able to create, modify, analyze and evaluate project schedules with general direction from Project Managers and have the ability to forecast and anticipate problems arising in workplan schedules, project resource assignments, and identify and recommend solutions affecting project delivery. Must be proficient in the use of desktop computer hardware and software. Must have strong written and verbal communication skills, and the ability to prepare detailed written correspondence, in a clear and logical manner.

**Special Personal Requirements:**

Demonstrates ability to act independently, with good judgment, flexibility, and tact.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Error in work could result in failure to meet project target and milestone dates, inappropriate or unnecessary expenditure of public funds, and possible loss of Federal participation in cost of projects.

**PUBLIC AND INTERNAL CONTACTS:**

Must maintain strong working relationships with the Project Managers, Functional Managers, and the with all CT and Office of Project Support 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 high workload, deadlines, and Head Quarter Data Drills. 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 accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE