

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 1 / Project Management Support Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Analyst	901-200-5393-XXX	01/26/2015

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 the direction of the Chief, Project Management Support Unit (a Staff Services Manager I), incumbent serves as the Project Analyst. Incumbent works independently with a high level of responsibility to ensure on time and within budget project delivery using Critical Path Method (CPM) techniques. 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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Serves as the Project Analyst. 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 District. Produce resource, task assignment, and status reports for monitoring 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. 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 to PRSM user 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 with 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	May be required to report on project-related matters in the absence of the Project Manager. May on occasion, accompany the Project Manager on field reviews. Complete 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.

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¹ESSENTIAL 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

None. May act as lead on special projects or provide guidance to lesser trained staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and processes of Project Management Delivery. 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. Must have knowledge of critical path method (CPM) and Project Management principles / tools / techniques including Earned Value (EV) reporting.

Must have hands on experience, or is capable of learning, project workplan scheduling, monitoring, and resource management for the Capital Outlay Support (COS) program using a sophisticated computer scheduling tool. Must have the ability 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. Demonstrates ability to act independently, with good judgment, flexibility, and tact. Must be able to effectively communicate with the Project Managers, Functional Managers and Office of Project Support staff. 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.

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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. Failure to identify workload resources correctly, analyze budget and programming issues, and meet stakeholders obligations will result in missed project delivery goals and commitments.

PUBLIC AND INTERNAL CONTACTS

Contact 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 Headquarter 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. Must maintain strong working relationships with the Project Managers, Functional Managers, and the with all CT and Office of Project Support staff.

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

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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