

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	D2/Program and Project Management/Support Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Project Analyst	902-100-5393-	

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, Office of Project Management Support (Staff Services Manager I), the incumbent independently perform the more complex duties in the use of the PRSM (Project Resource and Scheduling Management) tool to support project management; the Caltrans Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS); the Caltrans project management process, including project planning, scheduling, and statusing processes; and Critical Path Method (CPM) techniques. May act as lead over new staff or on special projects.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Responsible for creating, analyzing, modifying and maintaining project workplans using Caltrans Project Management techniques in PRSM software. Utilize project management software and databases (PRSM, CTIPs, and Filemaker Pro), produce a wide variety of reports to control costs and schedules. Forecast project data to alert Project Managers to possible schedule or resource problems, functional workload peaks, or other conditions that may jeopardize project delivery.
20%	E	Develop and manage workplans (resource loaded schedules) through coordination with all participating Functional Managers. Ensure development of complete project workplans to the appropriate level of detail for all assigned projects. Review and monitor actual support costs against planned costs. Ensure that the project workplan is developed in conformance with applicable management procedures and ensure the overall quality of the project workplan, including scope, cost and schedule.
15%	E	Participate in Project Development Team (PDT) meetings. Gather information, track action items and coordinate with various team members. Serve as team leader when necessary. Provide assistance in the use of the Caltrans WBS, RBS and OBS. Assist the Project Managers with Project Charters, Risk Management Plan and Communication Plan.
10%	M	Coordinate with District Program Management for the initial funding of projects. Provide assistance to the Project Manager in processing cost and schedule changes throughout the project lifecycle. Ensures that projects are in accordance with the Department's policies and procedures.
5%	M	Establish and maintain computer databases and management reports for monitoring Delivery Plan and Contract for Delivery Commitments and priorities. Support Program Management staff in acquiring project related data and programming issues.

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 over other staff or on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Principles, practices, and trends of public and business practices. Must have knowledge for methods used

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to track and monitor expenditures and resources. Must have knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans Project Managers, Functional Managers, Task Managers and existing project related information systems. Must have a thorough understanding of Critical Path Method (CPM) of project scheduling. Must understand the different project funding and how it applies to project schedules.

Must be able to plan, organize, prioritize, and analyze data from multiple sources. Must have the ability to schedule, manage and status Caltrans capital outlay projects using a sophisticated computer scheduling tool. Must be able to create, modify and evaluate project schedules independently and with general direction from Project Managers. Must have the ability to forecast and anticipate problems arising in project schedules and project resource assignments, and analyze, identify and recommend solutions affecting project delivery to the Project Manager. Must have the ability to effectively communicate with the Project Managers and Office of Program and Project Management Staff, PDTs, and external partners. Must have the ability to motivate and persuade other functions to complete project deliverables. Must be able to demonstrate the ability to work and act independently with initiative and follow up. Must be skillful in performing numerical and statistical calculations to provide useful information. Must have the ability to initiate tasks with little or no instruction just based on project needs.

Must be proficient in using major computer software and databases used by Caltrans (such as EFIS, PRSM, Word, Excel, Outlook and CTIPs).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in analysis may result in the lost opportunity of the Department to improve project management processes and project delivery. This will result in the inability of management to access information related to capital projects; a potential failure in improving project delivery control and performance; and a loss of credibility with the Legislature, CTC and various control agencies.

PUBLIC AND INTERNAL CONTACTS

Contact with Project Managers and Functional Managers, Headquarters Personnel, external contacts, and all Office of Program and Project Management Staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to move large or cumbersome plans and diagrams from one location to another up to a maximum of 25 pounds.

Requires occasional bending, stooping, and kneeling.

Incumbent must be able to lift computer equipment, including monitors and CPU's up to a maximum of 25 pounds.

Incumbent must have the ability to develop and maintain cooperative relationships.

Incumbent must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able communicate effectively and maintain strong working relationships with others.

Incumbent must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

Must have the ability to multi-task, adapt to changing priorities, and complete tasks with short notice.

Ability to walk on uneven and elevated ground surfaces.

WORK ENVIRONMENT

While at the base of their operation, incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

Incumbent may be required to travel in state, but the travel is not very frequent. May occasionally attend off-site meetings within the State where climate and accessibility are uncertain. Field reviews may be required occasionally depending on operational needs. May be subject to walking on uneven and elevated ground surfaces.

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Working hours will be set sometime between 6:00AM and 6:00PM and it's expected that employee will come to work on time. Overtime may be required and vacation may be restricted during peak times.

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