

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 3/ Administration/ Resource Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Fund Cert/Encumbrance Management	903-001-5393	

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 the direction of the Budget Manager (a Staff Services Manager I), the incumbent performs analytical duties in support of various Divisions, including Fund Certification, Monitoring Operating Expenses, Lag Encumbrances and uses the Enterprise Resource Planning Financial Infrastructure (EFIS) accounting system database to create various reports.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45%	E	<p>District Fund Certification Desk – Certifies funds for Purchase Orders, Architectural and Engineering (A&amp;E) Contracts, Standard Agreements, Service Contracts, Damage Claims, Material Supply Orders, etc. Assists the District Resource committee members with coding definitions. Independently responsible for the analysis of accounting data to assist in providing certifications of funds for purchase orders, advise management of forecasted expenditures relative to budgeted expenditures and encumbrances, identify significant trends and making comparisons to previous accounting periods. Identify accounting problems and recommending alternative solutions compatible to State and Department regulations, policies and procedures.</p> <p>Responsible for establishing and maintaining liaison with District Resource Committee members and Budget Managers to ascertain their need for accounting data and for identifying possible ways of using that data for assisting districts and divisions for management purposes. Responsible for identifying changes in the operating programs which affect the accounting operations.</p> <p>Responsible for disencumbering funds from a Contract (CT) or Task Order (TO) documents including Purchase Orders (PO), Lease Agreements, Standard Agreements, Cooperative Agreements and Services Agreements under \$5000.00. Responsible for accounting lines to agree and clearing any/all error messages that may occur in Advantage.</p> <p>Responsible for reviewing and advising the District Budget Manager of all modifications to CT documents in Advantage. Responsible for creating and maintaining district expenditure, encumbrance and allocation reports from Info Advantage.</p>
30%	E	<p>Monitor Operating Expenses / Personal Service Dollars. Responsible for monitoring District's Operating Expense dollars by program and division. Track expenditures and encumbrances on Excel spreadsheets. Assists managers in resolving expenditure problems. Prepare detailed budget reports by fund source, program and category to assist managers in support budget monitoring. Responsible for Cash Management Requests. Responsible for tracking A&amp;E contracts by various fund types by providing monthly reports to the Consultant Contract Manager and Budget Manager.</p>
15%	E	<p>Develop and maintain various reports, spreadsheets and logs utilizing EFIS accounting system, such as DGS Billing. Responsible for analyzing and monitoring data and reporting to District Budget Manger. Serves a the EFIS single point of contact (SPOC) and update the Unit Code Table.</p>

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| 5% | E | Serves as the Out of State Travel Liaison for the North Region. Responsible for obtaining both District and Headquarters' approval for staff to travel out of state for meetings and conferences. On a yearly basis, develop the annual Out of State Travel Blanket for the North Region in coordination with the Divisions in the North Region. |
| 5% | M | Provides back-up to Budget Coordinators.   |

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of the budget process and accounting codes. Must be familiar with program and project contracts as it relates to Master Agreements (MA). Must be able to gather, analyze and tabulate data and prepare computer-generated reports. Must have basic knowledge of District policies and procedures and the State Administrative Manual. Must have the ability to communicate effectively orally and in writing. Must work cooperatively with co-workers and management. Must have the ability to use Microsoft computer applications, such as Word, Excel, Access and PowerPoint.

Ability to independently identify and analyze problems and issues; possess the ability to reason logically and creatively; make appropriate recommendations; carry out administrative research; gather, tabulate and analyze statistical data and present it in an understandable, usable form; consult and deal effectively with management and other staff. Knowledge of personal computers (specifically use of FileMaker Pro, BMS, Microsoft Excel, Word and Access), departmental policies with regard to budget and correspondence procedures. Must possess knowledge for methods used to track and monitor expenditures and personnel resources. Must also have a basic understanding of purchasing and contracting procedures.

Ability to gather and analyze data, reason logically to make appropriate recommendations, analyze administrative problems and develop solutions to budgetary, planning and management issues, be innovative, take initiative, deal with changing policies and timeframes outside personal control, and meet and deal tactfully with co-workers, the public, and representatives from other agencies (local, State and Federal). Must be able to determine procedural modifications that may result in a more efficient use of resources, recommend improvements and adopt effective course of action. Must be able to establish priorities in various areas, and evaluate progress in each. Must have the ability to understand the processes into which the incumbents responsibilities fall, and project the effect changes at his/her level may generate. Ability to act independently on routine and complex matters and has authority to independently recommend action to District management. Must be able to reduce broad requests for information down to essential elements so as to make the best use of resources.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

With minimum supervisory review the incumbent is responsible for the timely initiation and execution of daily tasks and independently ensuring that priorities as assigned are accomplished. While the management team is ultimately responsible and accountable for resource management, decisions must be made on accurate information and sound, supportable recommendations. Errors in judgment or the absence of action by the incumbent could result in inability of staff to meet program or project objectives due to lack of resources, and/or over-expenditure, increased potential liability, poor Department image. Inability to produce accurate budget reports can result in poor budget management decisions and/or overruns.

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### PUBLIC AND INTERNAL CONTACTS

Frequent contacts with all levels of District, Regional and Headquarters personnel. Contact with all levels of management within the Region, Administrative Service Center personnel, professional engineers in the private and public sectors.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered. Must have the ability to work with all levels of management within the Region, administrative Service Center personnel, communicate needs and an understanding of the delivery process to professional engineers in the private and public sectors.

**WORK ENVIRONMENT**

While in the office setting incumbent will be working in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise levels need to be controlled at low levels. Multi-floor buildings are equipped with elevators and stairs and constant interaction with a diverse group of customers and co-workers. This position will require sitting for long periods at a time in front of a monitor working on a computer keyboard.

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