

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	03 North Region Construction Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Extra Work Bill and State Furnished Materials Coordinator	903-502-5393	

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 general direction of the Chief, Contract Payments Unit, the incumbent administers the Extra Work Bill (EWB) process for all North Region Construction projects and is responsible for coordinating and training Construction field staff and contractors' staff in the Oracle system. In addition, independently perform a variety of difficult and complex professional level duties to provide customer service regarding the management of RE field offices providing training for all personnel in the use of info Advantage and Advantage, the Caltrans Accounting Management System (AMS) in regards to proper charging practices with emphasis on State Furnished Materials and Expenses (SFM&E).

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Enforces compliance with plans and specifications while checking EWBs for accuracy, pay methods and consistency with Contract Change Orders (CCOs) in the preparation of estimates and reports. Coordinates and provides EWB training and provide support for State Construction field staff and contractors' staff. Creates system accounts for both the field staff and the contractor for each contract and answer system related questions and resolve user problems. Maintain, evaluate, and implement the EWB payment and information collection system from various databases. Assist the RE's and contractors in resolving issues with the Oracle system, which requires the ability to analyze and review a variety of reports and provide necessary information as requested.
30%	E	Analyzes, reviews, and makes independent recommendations for the most complex issues associated with field office operations, including but not limited to coordinating with Construction Management, Right of Way and Facilities functions on space needs and operational requirements. Assists resident engineers and office engineers in preparing service contracts for janitorial services, security services, pest control and other services needed for the construction field offices. Prepares, audits and reconciles monthly IMPAC VISA transactions and payments for RE office service contracts. Maintains and updates RE office information in the NR Construction database to include field office address, lease information, mailing address labels, telephone information and other field office information needed to maintain accurate field office accounts. Coordinates with the Division of Information Technology (IT) and field office engineers to establish and monitor telephone lines in RE field offices, and ensures termination of telephone lines upon closure of field offices. Reviews and monitors telecommunication expenditures and initiates Expenditure Authorization adjustments to correct erroneous charges. Assist field staff in acquiring cell phones; accepts and reviews telecom requests, ensures proper coding and submits the request to IT for processing. Monitors the quarterly PUBS report and initiates action to correct accounting coding errors, changes expenditure charge coding, and closure of utility and telephone accounts.
20%	E	Extract data from various sources (Advantage, InfoAdvantage, Datalink and FileMaker Pro) and uses computer software and programs to create spreadsheets and reports to analyze phase 4 expenditures (Slate Furnished Materials) to verify funds availability, identify and correct charge coding errors, and create a comprehensive project expenditure tracking system to assist in Phase 4 project close out as the single point of contact for D1, D2, and 03. Works closely with NR Project Control personnel to determine if completed projects can be closed after the final estimate has been ran by running a phase 4 expenditure report, identify reoccurring charges and re-coding with a 60-day period.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

10%	E	works extensively in Advantage creating and modifying CT documents, US contracts, MGAX, GAX, and taking all necessary steps in creating service contracts from existing master agreements. Reviews the Enterprise Financial Infrastructure (EFIS) and AMS Advantage accounting system to ensure compliance with North Region Construction contract payment procedures. Provides necessary (EFIS) and AMS training to RE and OE staff in field.
5%	M	Coordinates with the Department of Toxic-substances Control (DTSC) and Board of Equalization (BOE) in resolving complex fee discrepancies to prevent fines, loss of revenue, and penalties. Will receive invoices submitted by Engineers to request temporary and permanent California Hazardous Waste Generator ID numbers as well as BOE numbers from the U.S. Environmental Protection Agency (US EPA) or DTSC to ensure payment of all Hazardous Waste Manifests. Maintain database of all ID numbers, BOE fees, DTSC fees and Manifest fees to ensure proper payment has been generated prior to the closure of original expenditure authorization. Coordinate with Hazardous Waste Disposal sites in submitting copies of all manifests within appropriate timeframe limits. Maintain and track all manifests and invoices to authorize payment of NRG Hazardous Waste fees. Participate in the training of North Region Resident Engineers regarding Hazardous Waste generated within our Construction contracts.

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

The incumbent will not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles, practices and trends of business administration, management, and supportive staff services such as budgeting and expenditure authorizations and organization. Must be able to operate modern office machines including computers, printers, and copiers. The incumbent must have working knowledge of State and Caltrans procurement policies and procedures.

The incumbent must be computer literate including experience with Microsoft Office Suite (Word, Excel and PowerPoint), and FileMakerPro (database) software applications. Must be capable of accessing and downloading information and data via the Internet. Utilize SCOPE, and AMS systems, i.e., Info Advantage and Datalink.

The incumbent must be able to: analyze complex data; reason logically and creatively while using a variety of analytical techniques to resolve complex problems; present ideas and information orally, in writing and presentation format; maintain accurate records; learn and apply personal computer and mainframe data information systems; make arithmetical computations rapidly and accurately while performing financial record keeping work; and determine priorities.

The incumbent's work is detailed, complex, and variable, requiring independence of action, and development of new methods and procedures. Responsible to notify Supervisor of problems encountered

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to these responsibilities could result in delays of Caltrans making unnecessary payments to various utility companies and charging to projects no longer open.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with North Region Construction staff, Senior Engineers, Resident Engineers, Management, other Divisions and functions including Budgets, Accounting, Facilities, Right of Way, Information Services, and the Department of General Services. The incumbent also interacts with external vendors for products and services. The incumbent must work closely, cooperatively and effectively with individuals at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. The incumbent must be able to reason logically and resolve complex problems. Must possess the ability to work under pressure. Must be

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

able to maintain cooperative-working relationships with all levels encountered throughout the work environment. Frequent telephone interaction is common.

WORK ENVIRONMENT

The incumbent will be required to work in a climate-controlled environment with artificial lighting. Occasionally may be required to travel to field offices and or contractors' field offices throughout the North Region (Districts 1, 2 and 3).

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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