

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Government Program Analyst	DISTRICT/DIVISION/OFFICE D 4/ Division of PPM/ Consultant Services Unit	
WORKING TITLE Associate Gov. Prog. Analyst – Contract Admin	POSITION NUMBER 904-110-5393-xxx	EFFECTIVE January 2012

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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 supervision of the Branch Chief of the Administrative Support Unit in the Consultant Services Unit, a SSMI, this position performs a variety of complex contract administration and budgetary processes for project related Capital Outlay Support (COS) work for District 4. The incumbent will serve as a Contract Administrator, assisting the Contract Managers in the management of Architectural and Engineering (A&E) contracts. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹¹	

40% (E)	Review, evaluate and verify supporting documentation for A&E invoices, prepare receiving records and submit invoices to Accounting for payment in a timely manner (not to exceed 15 calendar days from receipt of invoice). Prepare documents necessary to encumber/disencumber funds for contracts as needed and as advised by the Contract Manager. Perform independent analysis and assessment of invoices and cost proposals; review Task Orders to ensure compliance with Contract and State requirements. The incumbent should be able to independently identify the potential risks and consequences which may adversely affect the invoice processing and the task order. Independently make decision upon identifying risks; determine appropriate methods of resolution or courses of action and make recommendations to the Contract Manager, on how to resolve issues. In coordination with the Contract Manager, independently implement the corrective course of action to ensure contract conformance.
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30% (E)	In cooperation with the Contract Managers, develop documents required for obtaining A&E consultant services, including but not limited to: Fact sheets, Requests for Service Contracts, Advertising, Requests for Qualifications, Requests for Proposals, and other A&E contract documents, in accordance with current state and federal laws and regulation and current Agency and Departmental policies and procedures. Assimilate, organize, update, input and provide data on assigned consultant contracts to the various Project Management Program database (E-FIS-Advantage) for the purpose of ensuring
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¹ 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

that the information contained in the Capital Outlay Support Tracking (COST) Report is current and accurate. Take action to avoid the inappropriate use, or over-expenditure, of allocated resources that could result in an illegal obligation and/or expenditure of State or Federal funds. Develop and/or create a tracking system to accurately monitor & maintain an updated record of contract expenditures, Small Business Enterprise (SBE)/ (Disabled Veterans Business Enterprise (DVBE)/ Disadvantaged Business Enterprise (DBE) information in a list of consultant & sub-consultants personnel for each assigned contract. Prepare various reports including the MATRIX (list of Contracts with committed hours and dollars per month, date of executed task orders, project codes with fund splits & other information about the contracts) and Capital Outlay Support Tracking (COST) report, briefings and presentations for the District's project managers and executives. Respond to requests on specific contract related issues and status of project information.

- 20% (E) Review processes, systems and procedures of operation and make recommendations for improvements to the Supervisor, an SSM I. Maintain the recommended process of operation. Assist in the development, improvement and marketing of the District 4 Consultant Services Unit to district staff and outside personnel. Responsible for arranging, coordinating and tracking the training of District 4 Consultant Services Unit (CSU). Maintain/update CSU's internal website. Process Personnel Action Request Form (PARFs) and perform other HR functions for the unit as may be required.
- 10% (M) Responsible for all arrangements of consultant interviews, negotiations and "kick-off" meetings, between consultant and the Department. Take a lead role in coordinating, preparing, setting up and documenting the minutes of meetings including but not limited to, the Professional Liaison Meeting, Calmentor Meeting, Brokering program and the Reporting Seniors' meeting.

SUPERVISION EXERCISED OVER OTHERS

Incumbent will not supervise others, but the incumbent may act in a lead capacity on specific assignments. These team assignments may be made up of members of the administrative and/or engineering classifications.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The work is technical in nature and requires good problem solving and reasoning skills. The incumbent must have a general knowledge of the accounting, budgeting, contract procurement and management process. The incumbent must be able to analyze raw data, reason logically, recognize problems, develop solutions and make recommendations for improvement. The work of the incumbent is detailed, complex and variable. This position requires independent action and decision making. The incumbent must be able to set priorities and meet deadlines; must be able to communicate effectively, both orally and in writing.

Incumbent is required to use computer software programs, including Microsoft Word and Excel and to be familiar with Microsoft Access and PowerPoint. When funding is available, formal outside training will be secured in Microsoft Access and/or PowerPoint. Otherwise incumbent will be allowed time to self teach.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for their decisions, actions, and the consequences of error. The incumbent will be responsible for performing their work in an accurate and timely manner by prioritizing tasks and exercising good judgment.

The inappropriate use, or over-expenditure of allocated resources could establish an illegal obligation and/or expenditure of State or Federal funds. This may require the need for the Department to make an explanation to the Department of Finance and the State Legislature; and may result in funding shortfalls, delays in providing the public with timely highway improvements, and could harm the reputation of the Unit, the District and the State in our working partnership with the consultant community.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have external contact when dealing with consultant staff and with vendors when arranging training. These contact situations could be in person, by telephone, email, and fax or by regular mail.

Extensive internal contact and communication will exist with Contract Manager, Functional Managers, Security, Audio-Visual, Mail Room and clerical staff. Occasional contact may be required with Management and Executive staff. All of these contacts are likely to be in writing, email, fax, telephone, or in person.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent may be required to rearrange meeting room furniture to properly set up for meetings with consultants. This will require bending, stooping, kneeling and lifting (up to a maximum of 25 lbs).

Mental requirements include sustained mental activity for problem solving. Must have the ability to multi-task and adapt to a rapidly ever-changing environment, adjust to priority changes and complete tasks on short notice. Incumbent needs to be organized in thought and procedure and must be able to think creatively and independently.

Emotional requirements include developing and maintaining cooperative working relationships in a multi-cultural and multi-social work force. Must be able to deal effectively with pressure and stress. Required to consider and to appropriately respond to the needs, feelings, and capabilities of different people and different situations; must use tact and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The work site may have limited viewing access to the outdoors and the incumbent will be assigned cubicle space as a base of operation.

The incumbent will occasionally be required to travel to Sacramento and/or other State offices, consultant offices or field offices. Travel is rarely overnight but does occur.

While we expect and promote internal transfers within the Division, for personal and professional development we encourage staff to stay in their positions long enough to develop some expertise before transferring.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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 Name

Signature Date

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

MARIAN P FAUSTINO
Supervisor's Name

Signature Date