

**STATE of CALIFORNIA - DEPARTMENT of TRANSPORTATION  
POSITION DUTY STATEMENT  
PM-0924 (REV 9/2001)**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>DIVISION/BRANCH/OFFICE</b> Environmental Program/Project Management Office	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 904-136-5393-XXX	<b>EFFECTIVE DATE</b> August 15, 2014
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 regularly and on time; 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 direction of the Office Chief of the Office of Environmental Program/Project Management (EPPM), a Supervising Environmental Planner, the incumbent is responsible for performing administrative duties for the Division of Environmental Planning and Engineering (Division) which consists of six Offices, and a total of 145 staff of various Environmental Planning and Transportation Engineer classifications and ranks. The Associate Governmental Program Analyst shall perform administrative duties in the areas of budgeting, procurement, personnel, training and program management. May act as lead over special projects or provide guidance to peers.

**TYPICAL DUTIES**

% of Time      JOB DESCRIPTION  
Essential (E)/  
Marginal (M)

20% (E)      Manages the Division’s Operating Expense (OE) Budget. Manages an inventory of the Division’s expendable and non-expendable equipment. Manages and monitors the Operating Expense (OE) Allocation and expenditures for the Division and develops and implements measures to reduce cost and improve efficiency. Recommends cost-saving efforts within the Division. Independently analyzes and compares previous FY allocations and expenditures to note trends and patterns, uses this information to plan future fiscal year OE budget, and equipment and supplies requirements for the Division. Manages and handles all aspects of procurement, purchasing and accounting for the Division and provides regular updates and reports to the Office Chief.

20% (E)      As the Division’s Training Coordinator, manages the Division’s training budget, handles all training related activities for Division staff. This requires very close coordination with training representatives from the HQ Office of Environmental Analysis, various programs within District 4 and from private entities. Responsible for determining the appropriate training courses for each of the classifications (TE, EP Generalist, EP Biology, EP Archaeology, EP Architectural Historian, etc.) and working with Office Chiefs to manage priority lists for each training course. Handles all required LMS activities in Staff Central. Handles all payments and purchase orders for courses offered through private entities. Responsible for tracking and reporting to Management, historical information regarding training costs by type/specialty, classification (Biology, Cultural Resources, Generalist, Transportation Engineer, etc) and by Office for any given period.

- 20% (E) Responsible for management of personnel and hiring related activities in accordance with the Department's hiring guidelines and all applicable hiring restrictions. Works with EPPM Office Chief and other Division supervisors in the development of duty statements, hiring justifications, advertisements and organization charts. Maintains the Division's duty statement library for various classifications. Prepares PARF packages and Hiring Exemption Requests. Obtains all necessary approvals from District Budgets Office, District Executive Management and Headquarter, tracks the approval process and provides regular updates to the EPPM Office Chief as well as the hiring supervisor. Prepares and routinely updates the Division Org Chart and Attrition Report. Analyzes and compares fiscal year personnel hiring and attrition to monitor trends and uses this information to plan future fiscal year personnel and training needs for the Division. Manages the Division Staffing Plan, Division Person Year (PY) Allocation, Persons on Board (POB) and vacancies and provides reports on a regular basis to the EPPM Office Chief.
- 15% (E) Serves as the telecommunications coordinator with the Division of IT. Responsible for managing the Division's telecommunication equipment inventory list including all cell phones, Blackberries and landline phones. Ensures that all Division requests for telecomm equipment meet the Departments policies and cost saving measures. Works with Division Office Chiefs and IT personnel to prepare and provides required justifications for telecomm requests and obtains necessary approvals from upper management. Handles landline transfer requests as well as requests for new service. Handles all cell phone and Blackberry upgrades including any required software installations.
- 15% (E) Serves as Safety Coordinator for EPPM and Division. Coordinates and facilitates quarterly Safety meetings. Maintains attendance records of quarterly safety meetings and provides copies to D4 Office of Safety. Coordinates with District 4 Office of Safety to ensure Division's compliance with Health and Safety Guidelines.
- 10% (M) Attends project development team meetings and other internal and external technical meetings and prepares detailed and accurate minutes for distribution to attendees. As requested, reserves conference rooms and schedules meetings with internal and external professionals.

#### **DIRECTION/SUPERVISION EXERCISED OVER OTHERS**

This position does not supervise, but may act as lead assisting others or over special projects.

#### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The Associate Governmental Program Analyst must be well informed on Division, District, and departmental programs, policies, and procedures. Additionally, this position also requires extensive personal computer, database, and software knowledge. The incumbent must have the ability to: effectively communicate orally and in writing; and utilize various office machines from personal computers to printers, plotters and fax machines. The incumbent must maintain cooperative relationship with District staff; perform data entry, and analysis to maintain various databases. The incumbent must be willing to learn and be effective in the use of new computer programs. The Associate Governmental Program Analyst should possess good analytical skills to evaluate administrative policies, accounting principles and budgetary procedures, in order to develop logical conclusions to any administrative problems or issues that may arrive. The incumbent may assist the Office Chief and Branch Chiefs in

special administrative support project requiring an increasing level of analytical skills. Must have an increasing degree of analytical ability necessary in applying information technology to troubleshoot diverse problems from personal computer or software applications to database.

**CONSEQUENCES OF ERROR/RESPONSIBILITY FOR DECISIONS**

Incumbent must be responsible for all decisions made while handling duties assigned to him or her. Error in the work performed or of work not completed in a timely manner could have the consequences of unnecessary delays, incorrect format, or incorrect information being supplied to other units, District Management, and/or Headquarters.

**PUBLIC AND INTERNAL CONTACTS**

This position requires the incumbent to establish and maintain close working relationships with the Branch Chiefs, Office Chiefs as well as other personnel within the office, other Districts, Headquarters' functions, vendors and service providers. Other external contacts are minimal but the incumbent may be assigned to respond to questions (either in writing or by telephone) from the outside.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Employee may be required to sit for long periods of time using a keyboard and video display. Ability to work on a keyboard; manual dexterity; sit for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. This is a high-pressure environment, and the incumbent must have the ability to work under pressure, meet deadlines and productively manage conflict and confrontation. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Understand linkages between administrative competencies and mission needs. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Ability to resolve emotionally charged issues reasonably and diplomatically. Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

**WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled office under artificial lights. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will work at workstations within cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

**I have read and understand the duties listed above and can perform them without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT EMPLOYEE NAME

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

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SUPERVISOR SIGNATURE

DATE

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PRINT SUPERVISOR NAME