

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION DISTRICT-04-MAINENACE (Maintenance Support)	
WORKING TITLE Budget Analyst	POSITION NUMBER 904-605-5393-xxx	EFFECTIVE DATE

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 and supervision of the Manager, Maintenance Support, a Maintenance Manager II, the Associate Governmental Program Analyst is responsible for the analysis, preparation, and monitoring of the budgetary and fiscal data (Personal Services and Operating Resources) for the D4 Maintenance Division, which encompasses multiple funding resources: State Highway, Reimbursement (Bay Area Toll Authority), and Storm Water. The incumbent acts independently performing critical program workload and must have regular and punctual attendance in order to maintain the budgetary requirements. As an Associate Governmental Program Analyst, the incumbent will be responsible, but not limited to the following duties:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Monitor and analyze budgetary data such as allocations, expenditures, and encumbrances and take appropriate actions. This includes ongoing budget status reporting to management, coordination of spending with each branch and field office within the division, district budgets office, and headquarters maintenance budgets office.
35%	E	Prepare and develop financial reporting spread sheets, reports and present and coordinate with management and staff. Analyze financial reports and develop strategies for maximizing resources for the division. Analyses current method for accounting of program budget and coordinates with division management for any needed changes.
10%	E	Prepare and monitor the Division's staffing plan and adjust as needed.
5%	E	Resolve issues regarding contract, contract delegation, and encumbrances.
5%	M	Coordinate with Headquarters: Accounting Division and the Maintenance Division regarding allocations, spending and payment issues.
5%	M	Prepare and coordinate Budget Change Proposals (BCP) as needed.

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

This position does not supervise staff, but may act as a lead person as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the State's, Department's, Division's, and District's budgetary principals, fiscal process and goals.
- Knowledge of the Department's accounting system, operations, and coding structures.
- Knowledge of transportation economics and financing factors with the District Maintenance budget.

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- Knowledge of the principals, practices, and trends of governmental budgets, management analysis, accounting principles and practices, and purchasing and contracting out principles and practices.
- Ability to analyze and evaluate highly complex budgetary policies and procedures to develop courses of actions.
- Ability to evaluate voluminous amount of financial data and develop conclusions and courses of actions within a very short response timeframe.
- Ability to present budgetary information and data effectively both orally and in writing to internal departmental staff and outside agencies and organizations.
- Ability to advise and consult with management engineers, maintenance region managers, on complex budgetary information and policies.
- Ability to comprehend the diverse issues affecting the Division of Maintenance.
- Ability to establish and maintain a cooperative working relationship.
- Ability to be self-reliant and take independent actions as needed to resolve issues.
- Ability to run and interpret various departmental financial reports.
- Ability to use the personal computer with these software applications: Windows XP , Excel, Word, Access, Power Point, Org. Plus, Advantage, Datalink, and Outlook.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is the District Division of Maintenance budgetary and fiscal services, therefore, he/she is accountable for these decisions and their impact upon the Division of Maintenance's effectiveness. Errors in judgment can cause a major negative impact on seven maintenance regions and two engineering offices. The end result of errors may result in delayed repairs to the highway, thus impacting the traveling public.

Additionally, the incumbent errors will have a major impact upon the District's commitments since the District Division of Maintenance has over 45% of the District's personnel staffing, a significant portion of the District operating budget, and a major portion of the materials and equipment budget.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive personal contact within the District Division of Maintenance, district offices and Headquarters control offices. Whenever recommendations must be made and plans formulated in determining the distribution of limited resources, the incumbent's contacts are often complex and sensitive in nature. Whereas each entity is involved in promoting its own programs and opinions, the incumbent must be able to communicate genuine concern for these positions without losing sight of the overall program goals, mission, and objectives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long period of time using the keyboard and video display terminal.

I have read and understand the duties listed above and can perform them with/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.

WORK ENVIRONMENT

The incumbent will work in a climate controlled office under artificial light. Incumbent may also be required to travel to off-site locations for meeting.

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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