STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 5-Program/Project Management-Programming	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Financial Coordinator / District Project Control Officer	905-100-5393-	

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 direction of the Program/Project Management Program Manager (Staff Services Manager I), the Financial Coordinator/District Project Control Officer reviews and analyzes project financial structure including expenditures, costs and programming symmetry/balance. Responsible for establishing and maintaining budget authority for the department projects and activities consistent with accounting practices.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Responsible for approval and supplementation of capital and support PIs via a computerized system. Ensures PIs conform to statutes, approved budget and activity plans, management policies, and that PIs reflect the authorization and appropriations of the Governor's Budget, and takes corrective action if documents do not meet established criteria. Reviews and processes written and electronic requests for new multi-phase PIs proposed by District units and project managers to identify and authorize new projects. Reviews and evaluates projects to determine proper funding source and program categories, and recommending alternatives to ensure accuracy and appropriate funding. Reviews electronic PIs and inputs changes to project coding at prescribed milestones to reflect the development and status of the project phase it describes, throughout the life-cycle of the project, from initiation to final accounting. Verifies the specific budget authority represented by the PI by consulting sources such as CTC votes, G-12 Resolutions, programming documents, construction progress reports, and program allocations. Ensures accurate coding using a variety of standard Caltrans references (such as coding manuals, programming documents, accounting manuals, Deputy Directives, etc.). Oversee and maintain the District's entire inventory of PIs. Makes changes to close various PIs and determine when to deactivate PIs. Communicates in person and via telephone or email with District and Departmental units to retrieve information and offer instruction concerning specific PIs.
30%	E	Interprets complex cooperative agreements with participating local agencies. Calculates percentage ratios and split-outs to correctly appropriate the funding for the PI and requests reimbursement authority when appropriate. Applies the Department's current Federal Aid policy to determine and maintain federal eligibility for PIs that are eligible for federal participation. Works with the District 5 Financial Manager – Capital Project on specialty budget and project control assignments.

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10%	E	Reviews and analyzes project financial status with project managers and programming staff. Evaluates project support and capital costs, expenditures, and current future programming needs systematically and regularly. Reviews and utilizes Program/Project Management financial reports, On-Line Project Information System (OPI), infoAdvantage, AMS Advantage, PMCS, CTIPS, XPM, Project Resourcing and Schedule Management (PRSM) and District financial plans to monitor and track financial status. Makes recommendations to change, modify, or adjust data and programming documentation as needed for project management or project control purposes.
10%	E	Performs a variety of programming functions as back-up to, or in addition to duties performed by STIP, SHOPP, and Minor program coordinators, including analyzing, creating, reviewing, completing, and submitting general programming documents and reports. Works on special programming assignments and requests for programming information from Headquarters, Central Region, or District Staff.
5%	M	Participates in meetings and discussions with District staff and management concerning funding or procedural concerns regarding PIs. Speaks for the District when statewide Project Control issues or procedures are discussed. May function as a member of Statewide, District or Central Region team in developing and evaluating tools, procedures and techniques utilized within Program/ Project Management for development and monitoring of budgets. Trains other staff as back up to the project control function during absences and/or leaves.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as a lead person in the absence of the Program Manager.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Financial Analysis Coordinator and District Project Control Officer must possess knowledge of the Department's operations relative to budget and Program/Project Management Division processes and principles, accounting principles, departmental and transportation principles, federal programs, SB45, and exercise good judgment. Must have knowledge of the policies and procedures of the programming process, and of departmental and district programs and organizational structures. Must be able to analyze and interpret a variety of Department policy, planning, programming, and project information to be able to make recommendations, resolve problems, take corrective action, and instruct others to insure the most effective and appropriate outcome is achieved. Must be able to extract data from reports, manuals, and guidelines.

Must work cooperatively and develop good working relationships with other District staff, Central Region and Headquarters; have the ability to make logical decisions, communicate effectively both orally and in writing, as well as, have the ability to research, analyze and compile information into comprehensive and complete reports.

- The incumbent should possess excellent mathematical and writing skills.
- Ability to plan, organize and prioritize work independently with minimum supervision.
- Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to the public.
- Analyze a variety of information from various sources to identify problem areas that could adversely impact the Program Project Management Division.
- The incumbent should possess ability to utilize computer programs such as Microsoft Word and Excel to their full capacity.
- Must have knowledge and experience, or the ability to learn, and use several on-line and personal computer programs, including California Transportation Improvement Program System (CTIPS), AMS Advantage, info Advantage, PMCS, XPM, and OPI.
- Ability to provide guidance and quality customer service to Department staff and management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is the District resource for all matters dealing with PIs, federal highway applications, and cash management policies, and must ensure compliance with all legal authorities of the Department and the delegations of

authority from Headquarters. Error could result in the expenditure of funds, which are not budgeted, or establishment of an illegal obligation. Errors can also result in delays and rescheduling of projects, loss of federal and capital revenues, jeopardize the assignment of delegated authority and ultimately affect project delivery.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with District and Central Region staff, including District managers, project managers, project engineers, project control analysts in other districts and Headquarters, relative to PIs, federal fund requirements, programs, and general District budget matters. Incumbent will be required to collect and communicate information to Caltrans Headquarters staff, Central Region, District management and functional units as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent's work location is in a climate-controlled building with modular furniture under artificial lighting. Working hours are variable, typically set sometime between 7:00 am and 5:00 pm. Travel to meetings may begin at 5:00 am and continue to 12:00 am, with an occasional overnight stay out of town.

WORK ENVIRONMENT

The incumbent may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings both day and evening. The incumbent may be required to move medium sized boxes of materials and packages from one location to another. Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude. Must have the ability to focus and concentrate for long periods of time. Must quickly grasp new information and comprehend technical policy and procedural documents. Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

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