

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 5-Program/Project Management	
WORKING TITLE Project Management Assistant	POSITION NUMBER 905-100-5393-xxx	EFFECTIVE DATE 12/22/2014

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 supervision of the Project Management Support Unit Chief, with specific tasks assigned by a Project Manager (PM), the incumbent provides support with minimal oversight to the Project Managers in a broad range of document development, technical scheduling, budgeting, and analytical activities in the delivery of the District’s Capital Program projects. This includes coordinating monitoring and analyzing all phases of a project from the beginning: Project Initiation Document (PID); Project Approval and Environmental Document (PA&ED); Plans, Specifications and Estimates (PS&E); Right of Way Support and Capital (R/W); and Construction Support and Capital (CON).

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Initiate, research, develop, monitor, maintain, analyze, prepare and advise the Project Manager (PM) on project documents, correspondence, issues and solutions related to scope of work, goals, objectives, schedule (tasks and milestones) or budget for capital projects. The incumbent will independently monitor, assess, develop solutions for issues, consult and prepare documents and/or correspondence related to project budgets (allocations vs. expenditures), schedules (tasks and milestones), risks (threats and opportunities), and databases to identify issues and provide to the PM for necessary actions. Coordinates, enters and maintains a variety of databases such as Project Resourcing and Schedule Management (PRSM), AMS Advantage, InfoAdvantage, Project Management Control System (PMCS), and California Transportation Improvement Program System (CTIPS). Researches, prepares and maintains project and/or document status reports, utilizing information gathered from the Project Managers, Office Chiefs and other Division staff.
20%	E	Creates and reviews documents and reports within AMS Advantage and Info Advantage for the Program Project Management division to ensure appropriate allocation and expenditure of operating expenses, consultant and/or capital outlay support (COS) - personal service dollars.
10%	E	Organizes meetings with staff and management from assigned programs to discuss project issues, deliverables, status (scope, schedule and budget), risks (threats and opportunities) and lessons learned. Incumbent may function as the meeting facilitator in the absence of the Project Manager.
10%	M	Assists the Project Manager and / or Cooperative Agreement Coordinator with the research, monitoring, maintaining, review and development of cooperative agreements for projects. The incumbent will assist D5 PMSU Chief and the Project Manager to ensure accurate and timely processing of contract (CT) documents to establish an encumbrance within AMS Advantage. Perform accurate and timely processing of invoices and receiving records for payments of funds to participating local agencies and/or external partners through AMS Advantage and/or processing of invoices for receipt of contributions by a participating local agencies and/or external partners through the Caltrans accounting.
10%	M	Assists the Program/Project Management Division with purchases, travel, tools or training requests. Creates purchase orders, service contracts and commits funds ensuring that all applicable procedures, forms, policies and laws are complied with. Maintains and prepares requests and/or inventories related office supplies, equipment (including IT equipment), and additional/replacement furniture as needed. Reviews, logs and tracks automobile and travel expenses including, analyzing and approving monthly Voyager fuel card purchase report for HQ and Car Tags.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Project Manager Assistant must possess knowledge of the Caltrans Project Management Division processes & principles, accounting principles, departmental and transportation principles and exercise good judgment; knowledge of departmental and district programs and organizational structures; the ability to analyze and interpret a variety of policy information; must work cooperatively and develop good working relationships with other District staff, Central Region and Headquarters; have the ability to make logical decisions; have excellent written and oral communication skills as well as the ability to research, analyze and compile information into comprehensive and complete reports.

- Knowledge of the policies and practices pertaining to the activities of each of the major project phases (PID, PA&ED, PS&E, R/W and CON) is desirable.
- Knowledge of the major computer software and databases used by Caltrans such as: PRSM, AMS Advantage, Word, Excel, PMCS, CTIPS, and Microsoft Project is desirable.
- Knowledge to develop and update project cost and schedules through information provided by the Project Manager and functional units.
- Ability to plan, organize, prioritize and to work independently with minimum of supervision.
- Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners.
- The incumbent should also possess excellent writing skills.
- Analyze a variety of project information from various sources to identify problem areas that could adversely impact project cost, scope, or schedules.
- Ability to provide guidance and quality customer service to Department staff and management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to identify issues that may affect project delivery. Failure to identify issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project delay or cost increases, which is unacceptable. Errors in document processing or spreadsheet entry could cause delays and missed deadlines.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be called upon to serve as a contact for the project with local, state and federal agencies, elected officials, media and the public. The incumbent shall also collect and communicate information to Caltrans Management and functional units.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- 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 large or heavy files, displays, and equipment 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.

WORK ENVIRONMENT

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. Visits to the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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