

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Government Program Analyst	Division of Transportation Planning & Local Assistance (D5)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Government Program Analyst	905-800-5393-xxx	

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:

In the District 5 Transportation Planning Branch (North) the Associate Government Program Analyst (AGPA) works independently at the full journey level under the direction of the Senior Transportation Planner (STP). The incumbent works independently on the more complex budget, procurement and administrative tasks, products, projects and programs. This work is subject to a variety of federal and state regulations; in cooperation/partnership with federal, state, local agencies and the general public.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	<p>Responsible for independently monitoring, tracking, and analyzing Division of Transportation Planning resources (Position Control, Personal Services Dollars, Operating Expenses, and PY Usage) using information provided by Headquarters Transportation Planning, District 5 Budgets, District Resource Manager, and using Caltrans systems, such as Info Advantage to extract necessary data and produce reports. Analyze information to ensure that allocated resources are adequate to meet workload demands, and make recommendations to the Senior Transportation Planner and Deputy District Director of Planning and Local Programs (including Environmental Stewardship Branch) to resolve budgetary issues that may interfere with meeting program goals.</p> <p>Manages the Division operating budget. Analyzes operating expense needs by object code categories, including major equipment. Tracks work elements and staff resources to ensure that allocations based on work elements are adequate. Determines if any necessary shift of resources and makes recommendations accordingly. This includes: planning and providing budgetary information for the operational and custodial activities of the Division; project identifiers hours, overtime hours, travel, training and operating expenses for the Division; searching for possible fund savings through un-incumbering fund recommendations.</p> <p>Coordinates meetings with management from assigned programs to discuss budget resource issues, deliverables, status, risks (threats and opportunities) and lessons learned.</p>
25% E	<p>Responsible for all local agency invoicing for the Division of Planning for all regional planning, community planning and transit programs. This task includes review, coordination with planning staff, accounts payable and tracking of expenditures, and assists in the overall contract management & record keeping. The incumbent would be responsible for review and analysis planning project progress invoices transmitted from local agencies for conformance with the federal and state procurement guidelines, Federal & State transportation planning fund/task eligibility guidelines, as well as compliance with Caltrans Local Programs Accounting policies and procedures.</p>

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- 15% E Responsible for all outside purchasing for the Division of Planning. This includes research and development of specifications and justifications, preparing Local Requests and contacting vendors to secure bids for Expendable and Non-Expendable equipment.
- 10% E Responsible for Division of Transportation Planning general office administration including:
1. Coordinates personnel actions, which include compilation of all necessary information to prepare PARF packages for HQs and Position Control with District Resource Manager.
 2. Coordinates all aspects of telecommunication service for the Division, which includes installation and cancellation of service, calling cards, etc.
 3. Assists Senior Transportation Planner with preparation of training needs assessment, including training budget and expenditures. Analyzes the financial effect of such requests on approved plan and makes recommendations. Maintains a training schedule and training record for mandated training of staff.
 4. Responsible for keeping record of the property purchased for the Division of Planning and maintaining lease agreements, payments and general repairs.
- 10% M Attends regularly scheduled staff meetings for the Transportation Planning program and prepares meeting agenda, safety meeting paperwork and minutes in coordination with the Senior Transportation Planner.

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

None, but may serve in a lead capacity and may assist the Senior Transportation Planner in assigning duties and mentoring student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The AGPA over resource management and procurement must possess knowledge of the Caltrans Transportation Planning Division processes & principles, contract administration, 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.

1. Must have thorough understanding of current computer software necessary to perform the required tasks such as: Info Advantage, Word, and Excel.
2. Knowledge of the Cal-Card Handbook, Caltrans Coding Manual, Contract Manager's Guide, and Procurement Manuals. Must be familiar with the work and practices in Planning and HQ Accounting Service Center.
3. Ability to plan, organize, prioritize and to work independently with minimum of supervision.
4. Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners.
5. The incumbent must possess excellent writing and communication skills.
6. Requires knowledge of principles and modern methods of public and business administration including organization, fiscal management, training and administrative analysis. Must be able to analyze complex administration problems independently and appropriately.
7. Ability to provide guidance and quality customer service to Department staff and management.
8. Read and comprehend directives, procedures, and numerical data; analyze problems and adopt an effective course of

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action. Speak and write effectively, compile and analyze data, logically draw conclusions, make appropriate recommendations, and prepare reports and correspondence. Must be able to work independently and interface successfully with others within and outside of the Planning Division, individually and in group settings. Must have ability to deal effectively with a variety of assignments and to prioritize.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error could be significant in terms of adversely affecting the Department's credibility and standing in the community, particularly with local community leaders and elected officials. Additionally, project delays could adversely effect funding and the capital program.

PUBLIC AND INTERNAL CONTACTS

The position requires regular contact with appropriate District and Headquarters functions in addition to local agency staff, decision-makers and consultants. Routinely assist in coordinating and communicating with local government agencies, various State and Federal agencies, community-based organizations (CBO's) and the general public. May be required to report on all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to work under stressful situations, both inside and outside the office setting and may require the skills and abilities to respond to irate individuals. The incumbent is expected to accept personal responsibility for successfully meeting delivery milestones and exercise sound, professional judgement and tact. There is also an expectation that all employees will report to work on time, treat others with respect, honesty, and fairness. The incumbent is also expected to be somewhat flexible as assignments and duties can change over time. Also, occasional overtime may be required to meet the operational needs of the Division and the Department.

WORK ENVIRONMENT

The employee will primarily be required to work in a professional office setting that is climate controlled with both natural and artificial light. Some fieldwork may be required that will involve various terrain. It is also expected that the employee might be required to attend off-site meetings, hearings, and training, which may include some overnight travel.

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)

Brandy K. Rider

SUPERVISOR (Signature)

DATE