

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Project Development/ CR Budget	
WORKING TITLE Capital and Non-Capital Allocation Management	POSITION NUMBER 906-xxx-5393-XXX	EFFECTIVE DATE

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 a Staff Service Manager I, the incumbent independently performs the more responsible, varied, and complex analytical administrative tasks for Central Region Project Management / Project Development and D6 Project Management.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
55% E	Responsible for administering and managing Central Region (CR) allocations for Capital Outlay Support (COS) and Non-COS programs for Districts 5, 6, 9, and 10 as well as CR Divisions and D6 PM. Utilizing complex multi-linking spreadsheets to breakdown the allocations, review and make recommendations to District Single Focal Points and Office Chief. Reviews, analyzes, and interprets complex fund type allocation components for the purpose of comparing fiscal years, ensuring that proper amounts are crossed, and to advise management of impacts. Forecasts multi-scenario year allocation outlooks and initiates and programs corresponding allocations needs. Responsible for thorough review of complex reports. Provides recommendations based on statistical budget reports and graphs to resolve allocations issues. Develop and implement substantial policy and procedures. Identifies specific problems and initiates policy or procedure changes. Provides guidance and consultation to management. Acts as liaison to divisions/districts for all issues related to allocations.
10% E	Reviews, audits, and compares complex workload fund types against allocation fund types for the purposes of defining and identifying resources needed with resources received. Communicates identified discrepancies to upper management and Headquarters Capital. Thorough review and analysis of projects. Provide consultation and communicate project information. Evaluate projects and funding sources. Perform independent analysis and detailed reviews and make critical recommendations. Interpret, and develop policy.
10% E	Acts as Central Region point of contact for all Headquarters "Capital Projection Exercises" that occurs when headquarters needs current information and involves complex computations and forecasting and multi fund types. Analyze expenditures including encumbrances and variances and historical data to determine allocations needs. Communicate findings to District Single Focal Points and Headquarters Capital and respond to inquires.
10% E	Manages the D6 Local Assistance budget for Central Region and District 6. Reviews, analyzes and interprets expenditures. Identifies resource needs. Forecasts multi-scenario year end outlooks and provides recommendations. Prepares and reviews complex reports and provides statistical budget reports and graphs. Prepares forecasting models based on historical data and knowledge. Provides recommendations necessary to resolve complex issues. Reviews and analyzes proposed allocations and advises management of the impact. Identifies specific problems that may require initiation of policy or procedure changes. Develop and implementation of policy and procedures. Provides guidance and consultation to management.

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10%	E	Provides direct support to Manager and Office Chief for various complex assignments. Independently review, analyze, project, audit, research, interpret and present findings of financial data to management.
5%	M	Acts as one of the Central Region point of contacts for AMS Advantage for all of Central Region. Responsible to research, interpret, analyze, determine, and take appropriate action or advise of appropriate action needed on issues. Provide training to Central Region staff in AMS. Provides guidance and direction on expenditure authorization codes and other codes identified in Accounting Coding Manual. Identifies specific problems that may require initiation of policy or procedure changes and will work Headquarters E-FIS staff for development and implementation of policy and procedure.

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. May act as lead over staff assigned to the unit. Incumbent may be called upon to act in the absence of the supervisor for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must possess the ability to work independently. Prepare clear and concise reports, communicate effectively both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, and prioritize critical hiring and staffing needs. Knowledge of district and departmental policies, State Administrative Manual, and budget. Must be proficient in the use of Microsoft Word and Microsoft Excel. Experience with Microsoft PowerPoint or Access desired.

Knowledge of principles of modern methods of public and business administration including organization, fiscal and personnel management, training and administrative analysis, principles and practices of general business management; a variety of analytical techniques to resolve complex administrative problems.

Ability to analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; consult with and advise administrators and other interested parties on subject matter within the area of assignments; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions.

Incumbent will be required to make presentations to various groups. Must be able to project competence and integrity when representing the Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment and failure to exercise correct and timely decision making or errors in the analysis of allocations, preparation of reports, documents, and correspondence could result in significant shortage of allocation and substantial project delivery delay.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of District personnel, other State Departments and Headquarters in Sacramento.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to move large or cumbersome report, plans, boxes and equipment from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months.

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Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include keeping a positive attitude, the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting, however building temperatures may fluctuate. Employee may also be required to travel on occasion and overtime may be required.

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