

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

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| CLASSIFICATION TITLE Associate Governmental Program Analyst | DISTRICT/DIVISION/OFFICE D6 Administration – Budgets | |
| WORKING TITLE Position Management Analyst | POSITION NUMBER 906-001-5393-021 | EFFECTIVE |

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 direction of the Office of Budgets Chief, the Resource Operations Branch, and the Staff Services Manager I, the Associate Governmental Analyst (AGPA) performs the more responsible, varied, and complex technical assignments relating to position management and operational demands. The AGPA is expected to monitor a very large number of authorized positions for District 6 and Central Region, with emphasis on the District’s Non Capital Outlay Support Divisions.

Duties include but are not limited to the following:

TYPICAL DUTIES

| Percentage | Job Description |
|------------|--|
| 50% (E) | Reviews, monitors, and processes documents for establishing, abolishing, and filling a finite number of authorized positions. Incumbent co-manages position numbers for the district’s total authorized level with regard to external and internal policy. Coordinates with Headquarters’ Programs to ensure vacant positions are utilized and not lost to Government Code 12439. Communicates effectively and regularly with management; recommends solutions to address external control agency issues for new or high level management positions. Serves as the liaison between HQ and D6/Central Region personnel to ensure policies and procedures are in compliance. |
| 20% (E) | Incumbent is responsible for verifying any reconciliation efforts of the District 6/Central Region Division position management staff, the number of existing staff, program code, tenure code, time base, leave status, geographic location, and retirement. Reviews and completes Personnel Action Request Forms and coordinates approval process, including HQ Program approvals, exemptions, Department of Finance approvals, etc. |
| 20% (E) | Verifies and maintains data for the District 6 section, requiring the total District 6/Central Region Staffing Summary (Wall chart), utilized by District Director and Division Chiefs, for the purpose of managing their staffing levels and authorized positions. Monitors staffing increases and decreases, evaluates the impact of those changes, and updates attrition level reports and/or additional required documentation. Researches inconsistencies in staffing levels with official documentation and discusses alternative courses of action with managers to resolve potential problems; provides |

standard policy direction and uses personal knowledge of position management practices and needs to offer successful resolutions.

- 10% (M) Verifies/reconciles all staffing documentation throughout each month, reconciles data with official PTAS status, and provides credible staff hiring reports to Headquarters Capital Outlay Support Program for use by the Department Director. Incumbent is responsible for justifications/explanations of non-routine changes.

SUPERVISION EXERCISED OVER OTHERS

Associate Governmental Program Analysts do not directly supervise, however, they may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must be responsible and possess sound knowledge in all facets of budget development and position management. Must have the ability to work independently with little oversight, follow through on priorities and meet deadlines. Incumbent must possess good interpersonal skills to work cooperatively with staff at all levels; must possess good communication skills both orally and in writing.

Incumbent must also have knowledge of Department and District programs and organizational structures, basic principles of organization and management, research techniques and statistical principles and procedures, and the legislative process and departmental budget policies and procedures.

Incumbent must be able to assess budgetary needs correctly by using the most current analytical and research techniques. Must be able to perform careful review of staffing data to ensure resource levels are consistent with the District and Central Region's authorization and make appropriate recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment may result in the loss of positions and position authority. This can have direct impact in staffing levels and to the organizational structure of the district.

PUBLIC AND INTERNAL CONTACTS

This position requires communication both orally and in writing with functional units in the Region, District and Headquarters. The incumbent must work closely and effectively with individuals at all levels.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to initiate and coordinate multiple assignments and tasks. Have the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must have the ability to adapt to changes in priorities and complete tasks or projects with short

notice. Must be able to organize and prioritize a variety of documents.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

I have read, understand and can perform the duties listed above. (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.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

CLAUDIA JUAREZ

SUPERVISOR NAME

SUPERVISOR SIGNATURE DATE