

**CENTRAL REGION
PROGRAM/PROJECT MANAGEMENT
CONSULTANT SERVICES BRANCH
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

DUTY STATEMENT

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	DISTRICT/DIVISION/OFFICE Central Region – Program/Project Management/Consultant Services Branch	
WORKING TITLE Program/Contract Manager Assistant	POSITION NUMBER 906-100-5393-XXX	EFFECTIVE 10/24/2014

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; 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:

As an Associate Governmental Program Analyst, the incumbent will work under the general supervision of a Contract Manager, a Staff Services Manager I (Supervisor), or the Resource Management Office Chief, a Supervising Transportation Engineer, of the Central Region Program/Project Management Division, Consultant Services Branch. The incumbent provides contract management support by developing, preparing and processing various contract documents and in conjunction with Contract Managers (Staff Services Manager I) and, under minimal direction, performs duties of moderate technical difficulty as follows. Also provides program management support by monitoring program expenditures and creating reports to provide updates to internal and external customers. Duties include, but are not limited to:

DUTIES SHALL INCLUDE:

Percentage

Essential (E) / Marginal (M)

- 50% (E) Independently performs complex, comprehensive and detailed analysis of consultant and sub consultant invoices for completeness and compliance to Caltrans policies and procedures. Process for payment the most complex, multifaceted invoices within the mandated timeframe.

In conjunction with Contract Managers, Project Managers, region functional units, and Headquarters contract personnel, develops consultant contracts and task orders by analyzing and reviewing various contract documents for inaccuracies, inserting correct policies and procedures where needed, and by reporting current status to all stakeholders. Analyze and compare complex contract cost proposals and task order cost estimates from Caltrans functional units and Consultants to ensure compliance with current State and Federal laws and regulations. Verify the appropriate use of classifications for the work required, the labor rate, and the overhead and profit percentage. The analysis will be used by the Contract Managers for contract and task order cost negotiations with the Consultant.

- 20% (E) Analyze and process the more difficult invoices in the Consultant Services Branch, maintain consultant contract invoices and files to ensure compliance with contract and state requirements. Perform labor compliance to ensure the enforcement of federal and state labor laws relative to employment on the construction of public works in the areas of prevailing wages, wage determinations, certified payrolls, apprentices and trainees, and subcontracting. Verify contract paperwork and submit invoices to Accounting for payment in a timely manner. Prepare and submit encumbrance documents for the 232 Capital program to HQ Accounting.
- 15% (E) Request and reconcile accounting reports with contract expenditures and encumbrances, identify discrepancies and initiate corrective measures where appropriate. The data requested will be compiled from excel spreadsheets and the Central Region Contract Access database.
- 10% (M) Develop training and provide guidance to SSA staff in the Consultant Services Branch regarding invoice processing. Update and maintain invoice processing training manual as required.
- 5% (M) Reconcile contract invoice data to the appropriate EFIS expenditure reports for the Central Region Consultant Services Branch and verifies expenditures do not exceed contract and task order allocated amounts.

SUPERVISION EXERCISED OVER OTHERS

This position is non-supervisory. The Associate Governmental Program Analyst may serve in a lead person capacity as part of a team effort in performing analytical duties and various report preparations. The incumbent may work with and provide direction to Staff Services Analysts.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of the various methods of the project development and contract management processes and how they interface with other units in the Region and Headquarters. The incumbent must have good command of English and strong communication abilities. The incumbent must also have the ability to perform word processing and spreadsheet operations on the personal computer. The incumbent must possess a sufficient level of accounting skills to enable them to provide an accurate view of the financial aspects of consultant contracts and to exercise sound judgment in the review of invoices and the preparation of receiving records and other financial monitoring activities.

Able to analyze situations and problems that occur from consultant requests, region personnel, Headquarters, and section staff. Must have understanding of contract unit responsibilities and direct these problems to the proper personnel for resolution. The incumbent is also required to be knowledgeable in current Department and Agency policies for contracting out work.

RESPONSIBILITY FOR DECISIONS - CONSEQUENCE OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect the delivery of specific and On-Call contracts. Failure to accurately monitor and report the expenditures of State and Federal funds could lead to inappropriate payments being made to the consultants.

PUBLIC AND INTERNAL CONTACTS

The Associate Governmental Program Analyst will be in personal contact with outside engineering consultants, professional personnel from the Central Region, and Headquarters.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal, which may include viewing small font types for extended periods. Employee may be required to transport a laptop computer and portable printer while on field visits. Employee may be subjected to high levels of stress related to project delays, costs and schedules.

Must be able to develop and maintain cooperative working relationships and behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to internal and external customers.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. Incumbent may also be required to travel and occasionally may be exposed to a variety of altering weather conditions (extreme cold or hot weather).

Certification

I have read and understand the duties listed above and certify that I can perform the duties with/without reasonable accommodation. (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 Signature

DATE

Print Name

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

SUPERVISOR Signature

DATE

Print Name