STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 6/Program/Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Agreements/Contract Analyst	906-100-5393	

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 direction of the Program/Project Management, Staff Services Manager I Agreements Chief the incumbent is responsible for the work involving the research, development, and preparation of various Cooperative Agreements between Caltrans and other entities including local partners, and developers for various types of project development work on locally funded, non-sales tax projects. The incumbent assists the Project Manager/Transportation Engineer and/or Sr. Transportation Engineer in performing contract management task. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Assist Project Managers with the proper development, coordination, review, approval, maintenance and administration of Cooperative Agreements. Duties include agreement initiation, negotiation, execution, and administration of executed agreements. Incumbent is responsible for providing financial information related to the project funding as stated on the cooperative agreement and monitoring that appropriate implementation is consistent with the terms of the agreement. The Cooperative Agreement is a formal, legally binding contract between Caltrans and the local Agency for a jointly beneficial project whereby the roles and responsibilities of each party are defined.
20%	E	Provides and implements contract management for consultant contract and interagency agreements for High Speed Train (HST) that Caltrans is delivering. Acts as contract analyst responsible for monitoring financial status of HST consultants. Acquires current expenditure data support from InfoAdvantage and Datalink, analyzing by fund type to support reimbursement. Includes providing multifaceted statistical reports to management.
10%	E	Incumbent will be responsible for overseeing the project development process of locally funded, non-sales tax projects, and design oversight of work by local agencies by reviewing plans and specifications, and ensuring the cooperative features of the project are accurately captured in the Agreement. Occasionally, the incumbent will assist as project manager of Caltrans projects directly related to locally funded projects.
10%	E	Consult with Project Managers and Project Engineers on special non-standard agreements and schedule meetings between parties involved and initiate action to acquire additional information necessary, and help analyze the information based on standards and formulate a solution.
10%	E	Assist Project Managers and Planning with the proper development, coordination, review, approval, maintenance and administration of Freeway Agreements and Controlled Access of Agreements. Duties include review and evaluate current agreements and make recommendations when deemed necessary due to new project changes. Incumbent is also responsible for assisting Planning by providing all agreements within an impacted area
10%	M	Incumbent is responsible for creating contract documents (CT) in AMS Advantage in order to payout monies to local agencies. Must be able to implement terms of Cooperative agreement to ensure CT documents are accurately completed. They would work closely with Project Manager and District Project Control to ensure sufficient funds are available to pay for all services rendered as required by the contract consistent with contract terms and conditions. Incumbent would create invoice certification for payment processing.

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[1]ESSENTIAL 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

This position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must gain a thorough knowledge of and process agreements and contract service activities, technical writing skills, ability to communicate effectively orally and in writing; analyze and resolve complex problems, evaluate alternatives, and present solutions to affected parties regarding development of assigned agreements and special funded projects (locally funded). They must become familiar with the agreement standards, design standards, the project development process, guidelines, and regulations concerning locally funded projects.

The incumbent must have a high degree of analytical ability to review and respond to documents, financial data, and reports submitted relative to Caltrans work and work by others. Understand and interpret technical materials pertaining to program or unit operations (such as coding manual, policies and procedures, law, contracts, etc.) Must have the ability to analyze and understand complex financial documents pertaining to HST project funding and budgetary processes. Must be able to: (1) analyze management's need for budget information and develop the systems and procedures necessary to collect, process, and present the required information in a useful format; (2) provide all progress reports and invoice documents; (3) verify mathematical calculations for accuracy by creating spreadsheet formulas; (4) process all invoice request in a timely manner to avoid interest penalties.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for acquiring a high level of knowledge concerning the procedures relative to the creation of all types of Cooperative Agreements. The Freeway Agreements and Maintenance Agreements require thorough knowledge in agreement processing, development, and execution. The incumbent is the district's resource for matters dealing with HSR including review and implementation of the terms of the Inter-Agency requirements and financial terms. Analyzing, provide support documentation and verifying reimbursed expenditures are valid and allowed. They must insure accuracy and compliance with all legal authorities of the Department and the delegations of authority from Headquarters. The use of poor judgment, or the giving of inaccurate information regarding the contract or agreements, could be damaging to Caltrans and could cause time delays and costly corrections for Caltrans and outside agencies. Such errors could result in adverse political ramifications and loss of trust to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to coordinate with various divisions in the District and in Headquarters. The incumbent must have a good knowledge of District and Headquarters organizational systems in order to establish contacts and to direct inquires when applicable. The incumbent will be involved with technical/professional level staff members of consultants and outside agencies. The incumbent will actively participate in meetings that include District, local agency and developer's staff. The incumbent will need to communicate project information to district personnel, local agencies, and private individuals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable, and at times will require independent action and decision-making.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to study and analyze data with very small font types. May also be required to transport a laptop computer and portable printer while traveling.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct field reviews 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 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