

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE		OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST		Central Region Project Development Division	
WORKING TITLE		POSITION NUMBER	EFFECTIVE DATE
Project Development Budget Analyst			

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 a Senior Transportation Engineer (in Central Region Project Development Division), the incumbent is responsible for a wide variety of highly critical and technical budget analysis for Central Region Project Development Division.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Consult with the Central Region Project Development Management team to identify resource needs. Monitor, recommend and implement solutions to district/division program budgetary issues. Review, project and evaluate monthly district/division expenditures for personal service dollars, overtime, travel, training, and operating expenses. Prepare and present detailed expenditure and projection /forecasting reports to Central Region Project Development Management. Advise managers on the status of their respective budgets. Notify management of potential savings and recommends budget adjustments to district managers when policy, operation workload, and/or program changes dictate changes in budgetary requirements.  Access, research, interpret and analyze expenditure data from various departmental databases and Excel systems to prepare reports and make recommendations. Develop, maintain, and monitor Central Region Project Development budget tracking databases.  Analyze expenditure trends relative to allocations, historical data, and knowledge of needs. Consult with other divisions and recommend and coordinate solutions with Division Management. Facilitate budget status meetings with Central Region Project Development Division/ Office Chiefs. Evaluate resources and recommend intra-district resource adjustments within policy and direction. Monitor allocations for increases and decreases and evaluate the impact of those changes. Acts as primary liaison between Budgets and Project Development Management.
40%	E	Serves as the fundamental Operating Expense (OE) resource manager for the Central Region Project Development Division's OE allocation to ensure expenditures stay within budgeted levels. Responsible for advising Management on the approving of procurement and meeting the needs of all Central Region Project Development Office Chiefs.
10%	E	Serves as the Central Region Project Development staffing analyst. Provides management with staffing resource availability relative to workload throughout the year. Prepares the Staffing/ Allocation plan for Central Region Project Development to determine staffing levels for the Design Offices.
10%	M	Provides training and consultative services to all Central Region Project Development purchasing coordinators on proper budget coding, policies, and procedures.

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<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as a lead analyst for other staff assigned to the unit or in a team environment.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trend of budget and expenditure analysis for Central Region Project Development Division. Must have working knowledge of the Department's coding manual, procurement policies and processes. 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 program needs. Must have the ability to perform word processing, database and spreadsheet operations on a personal computer. Must possess a sufficient level of skills related to accounting and financial plan development required to manage a fiscal budget.

Must possess strong analytical skills with a special emphasis on accurate interpretation of budget information; the ability to integrate and forecast probable events and expenditures into spending plans. Strong work ethic and independent action are necessary to fulfill the requirements of this position.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to exercise correct and timely decision-making would adversely affect the delivery of the Central Region Capital Outlay Support projects with regard to the Project Development functions (Design Branches, Engineering Services, and Surveys) and therefore potentially putting the Department in violation of both Federal and State regulations pertaining to the rules governing expenditures of funds. Sanctions could potentially be imposed or millions of Federal highway dollars could be lost.

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### PUBLIC AND INTERNAL CONTACTS

Contact with all levels of District personnel.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time while using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships and respond appropriately, tactfully, and professionally. Employees may be subjected to high level of stress related to project delivery. Must be proactive in the continuous improvement of all aspects of the position. Incumbent is expected to develop and maintain positive and productive working relationships with external agencies and internal professional engineering personnel.

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### WORK ENVIRONMENT

Work will be performed in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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