

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	Office of Business Management/Facilities Support Service	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	907-036-4678-XXX	11/01/2014

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 Staff Services Manager I in the Facility Support Services Unit, the incumbent performs the more responsible, varied, and complex technical analytical staff services assignments such as training program evaluation and planning; budgetary and EFIS, policy analysis and formulation; management, and database tasks in support of staff training functions for District 7. The incumbent is expected to take independent actions in the completion of specific projects, scheduling daily activities as necessary to meet deadlines.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Works with all the District 7 divisions, formulates logistics to ensure smooth process and effective functioning of training classes for approximately 1,500 of District employees. Incumbent notifies employees via e-mail invite of the availability of mandatory and optional training and workshops, reserves and sets training room, obtains teaching materials and coordinates time and dates with instructor(s), schedules participants for classes and processes training request forms received, documents each employee's training history file upon completion of training. The training coordinator will keep track of training class participants to ensure training is received in an efficient manner. Tracks and reports on training outcomes and effectiveness.
		Conducts and assists the District and Equal Employment Opportunity (EEO) office in meeting all mandatory training requirements to include EEO, Sexual Harassment, American Disabilities Act, etc...
		Analyses and advises the areas needing specific skill development to the Divisions. Acts as a resource for the divisions assisting in the development of individual training plans for new and existing District personnel. Maintains a library of training references and materials, to include available courses, updating as appropriate. Working within funding restrictions, and division's previously identified skill development parameters to include their recommendation of specific classes, assists in locating the most appropriate and economical training to meet their needs. In conjunction with Division Training Coordinators, Headquarters, and outside vendors, researches options placing priorities as appropriate to meet instructional design of training needs.
15%	E	Conducts and maintains District 7 database program within Staff Central tracking employees who qualify for Service Awards, Retirement Awards, Superior Accomplishment Awards, and or Merit Awards. Formulates procedures and coordination with Division Coordinators to include management, supervisors, verifying employee's registration and supervisor approval. Incumbent formulates the procedures in accordance to established requisition process. Requests may include, be on behalf of, or subsequent to, event planning, form processing, managerial follow-up, or in relation to research performed to track and distribute certificates and awards.
15%	E	Conducts and reviews with Headquarters and District Management, the Annual Records Inventory review, in accordance with the Informational Practices Act and the California Public Records Act. The District Coordinator manages the Statewide Records Management Program according to Records Retention Schedules and State Administrative Manuals (SAM). Consults and advises with the Division Records Officers in the development and implementation of Records Retention

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Schedules. Ensures District compliance with schedules. Conducts with the transfer of records to the State Records Center in Sacramento. Maintains a log of the transfer, or disposal of, records. Prepares Quarterly Report of the Authorization to Destroy Records.

Responsible for cataloging and storing all Policies and Procedures, Headquarters and District Directives Delegation of Authority Informational Notices, to include important documents which pertain to District employees. Oversees and updates all Departmental Manuals and State Administrative Manuals (SAM) for reference by District employees. Formulates procedures to distribute and maintain copies of State Contracts pertaining to the different contract items used in the District.

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| 10% | E | Conduct feasibility study by analyzing a situation involving a potential purchase, and how that purchase will impact business needs and operations. Identify logistical and other business related problems and solutions. Generate written reports containing comprehensive and detailed information. Analyze and monitor the allocations and expenditures in the Office of Business Management. Make recommendations on a board spectrum of administrative and program related problems. |
| 10% | E | Manages database that identifies all positions in the District which much file under the Political Reform Act of 1974. Coordinates collection of annual Conflict of Interest forms for District 7. Distributes packets, collect forms, and then forwards to Headquarters.  |
| 10% | M | Serves as customer service backup for the Mail room, Reprographics room, and other units depending on business needs. Other related duties as assigned, based upon business necessities.   |

<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.

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Associate Governmental Program Analyst is not assigned supervisory duties, but works independently, and may act as a lead person in the absence of the Staff Services Manager I.

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Incumbent must posses knowledge of training principles, techniques and methods, including adult learning; organization and individual needs assessment; effective training and presentations; compiles and analyzes data; logically draws conclusions; and makes appropriate recommendations.

The Incumbent must possess good communication skills both verbally, and in writing. Must posses good interpersonal skills to work cooperatively and deal tactfully with staff at all levels.

The Incumbent must have the ability to work independently. Must be able to interpret and apply rules and procedures, and develop and present ideas and information effectively both verbally, and in writing. Must be able to train others. Must be able to prioritize work for the most effective use of time.

The Incumbent must have strong computer skills (Excel, Word); knowledge of the principles and practices of general business management, public and business administration including administrative analysis, basic principles of Accounting and Statistics and experience with database program to effectively carry out the duties of the position.

The Incumbent must have knowledge of the District and Departmental organizational structure, Mission and Vision, and policies and procedures.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Governmental Program Analyst is responsible for ensuring the success of training programs. Failure to effectively research, organize and plan training classes could affect the success of the training program, leaving mandated training by policy or statute incomplete. Failure to use good judgment and poor or improper decisions could

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result in poor public relations; loss of time and/or training resources; inappropriate or inadequate training for employees to do their jobs and could jeopardize relationships with business partners that could delay project delivery and cause embarrassment to the State.

## PUBLIC AND INTERNAL CONTACTS

Maintains communication with all levels, including executive management, other districts and divisions within the Department, public and private agencies, which includes Federal and State legislators, City officials and community representatives.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods using a keyboard and video display terminal. Possess the ability to move up to 25 pounds to serve as customer service backup for the mail room and reprographics room.

The incumbent must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reason. Possesses the ability to focus on single tasks as well as multi-tasks when necessary. Must be flexible and able to respond to changing work priorities.

Must be able to develop and maintain cooperative relationships. Must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

## WORK ENVIRONMENT

While at the base of operation, employees work in a climate-controlled office under artificial light. The incumbent will use a keyboards and video monitor for long periods as well as a telephone.

The Incumbent may be required to adjust their work schedule for specific classes or training. The incumbent may be required to travel occasionally within Los Angeles or Ventura counties to complete their work. Occasional training or conferences may require overnight travel.

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