

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 7/Administration/Office of Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Fund Monitor	907-042	

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:

In the Office of Budgets, the Associate Governmental Program Analyst (AGPA) performs a variety of highly technical and complex budget analysis for the administration of the District's Support Allocation and operating expenses (OE) from various funding programs. Incumbent is responsible for providing service to each District Division relative to OE resource allocation and fund monitor on operating expenditures. The AGPA also serve as a Cal-Card Holder (back-up) for Budget Office responsible for the processing cal-card related purchase for goods and services.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	The AGPA serves as a fund monitor responsible for certifying that adequate budget allocations exist by source of funds for all expenditure requests. Monitor the District's annual operating expense budgets. Must be able to analyze, monitor, update and maintain the electronic financial data bases to ensure that all programs and divisions stay within their allocated resources. To monitor expenditures, the AGPA must have a working knowledge of the various financial systems used to track funds, such as the AMS/EFFIS, Enterprise DataLink financial system, MS-Excel, etc. The incumbent coordinates with district program managers, and all division fund monitors to provide an analysis and interpretation of the financial information to develop and adjust the numerous allocations and expenditures.
25% E	The AGPA must be familiar with the procurement process and have a working knowledge of the coding manual for proper coding of purchases; a working knowledge of the regulations and guidelines for purchasing according to DPAC and all PIA requirements. Must be able to compile all required and supporting documentation necessary to assist contract managers and requesters in the resolution of any purchase request concerns.
10% E	The AGPA follows DPAC guidelines on Cal-Card usages, and serves as a Cal-Card holder whose responsibilities consist of create CPOs; coordinate and process purchase requests for goods and services; reconcile all CPO's that have been paid; approve invoices for payment; maintain records for audit.
10% E	The AGPA provides technical assistance and/or training to the divisions' fund monitors/program managers/requestors on all OE support budget activities, including AMS/EFFIS accounting system, Enterprise Datalink, etc. Also perform other closely related budget office duties such as special reports as assigned by the Staff Services Manager I.
5% E	The AGPA will provide coverage to back up other AGPA work duties within the OE Unit as needed.

¹ESSENTIAL 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 AGPA is not assigned supervisor duties, but works independently, or may act as a lead person in the absence of the Staff Services Manager I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The AGPA must be responsible and possess sound knowledge and expertise in all facets of budget development and financial administration. Must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. The AGPA must possess good technical expertise in budgeting and have the capability

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of resolving budgetary problems with District and Headquarters Staff; must possess good interpersonal skills to work cooperatively with and deal tactfully with staff at all levels; must possess good communication skills both orally and in writing.

The AGPA must have a thorough knowledge of the District Division's programs and organizational structures; knowledge of the basis principles of Accounting, knowledge of the legislative process and departmental Budget policies and procedures. The incumbent must have strong analytical skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

All District work and funding commitments are directly dependent on the accuracy and timeliness of data input, analysis and monitoring of expenditure authorizations, federal aid authorizations, and fund transfers/supplements. An effective method of monitoring project expenditures must also be in place. Failure to do so could result in project delays, cost overruns, and could have a major impact on the District's ability to manage its resources and meet program commitments.

PUBLIC AND INTERNAL CONTACTS

The AGPA will have frequent contacts with the District's Budget representatives and functional organizational managers to assist and advise them on technical budget matters. Contact with Headquarters Budgets and Accounting will also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to resolve emotionally charge issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines timely.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lights. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within individual cubicles. Working hours will be set sometime between 6:00 a. m. and 6:00 p. m. Overtime may be required, and vacations my be restricted, during peak times and fiscal year-end closing. Employee may be required to travel in state.

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