

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Administration/Budgets/Resource Allocation Mgmt	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Position Control Analyst	907-042-5393-001	02/02/2015

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 supervision of a Staff Services Manager I, the Associate Governmental Program Analyst administers staffing plans and work plans to ensure that resources are at a level acceptable to deliver the workload for the daily operation of the district. The incumbent develops, reconciles and updates staffing plan and work plans according to current year Position and Personal Services allocations. Incumbent also provides detailed data of allocations and expenditures for resource allocation negotiation and management.

TYPICAL DUTIES:

Percentage		Job Description
	Essential (E)/Marginal (M) ¹	
35%	E	Acts as a lead in updating and maintaining the integrity of the position management system in District 7, which includes manual and automated files such as the Person-On-Board (POB) database, PTAS, District Employees report, PARF log and other similar reports. Responsible for the timely entry of transaction changes relating to new hires, transfers, retirements, time base changes, etc. Reviews and validates program funding and position information. Reconciles POB data with the Position Tracking Automated System (PTAS) report to ensure files accurately reflect position numbers, program funding codes, employees' names and status.
35%	E	Receives and approves Position Action Request Form (PARF) based on the district's ability to fund position requested. Determines which PARFs require program review. Regularly monitors total vacant positions against the number of outstanding PARFs. Audits position vacancy dates on a regular basis; calculates budget savings and resolves discrepancies when identified, in coordination with staff from Programs within the district and Headquarters. Recommends appropriate corrective course of action to ensure that overstaffing does not occur and positions are not established beyond the District's hiring capacity.
20%	E	Prepares accurate and timely reports for management, headquarters and district staff as directed. Identifies and uses best resources for information sought (POB, DER, PTAS, etc.). Prepares, updates, and maintains organizational charts for the district. Participates in meetings with all levels of staff regarding budget projections, position allocation, and other information as requested to provide consultative services. Reviews and evaluates information received, determining projected impact on operations and/or budget.
10%	M	Provides technical assistance and/or training to the Division fund monitors and program managers pertaining to position management. Other closely related budgetary duties as assigned by the Staff Services Manager I.

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 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 Associate Governmental Program Analyst must 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 Associate Governmental Program Analyst must possess good communication skills both orally and in writing. Must

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POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

possess good technical expertise in budgeting and have the ability to resolve budgetary problems with District and Headquarters staff. Must possess good interpersonal skills to work cooperatively and deal tactfully with staff at all levels.

The Associate Governmental Program Analyst must have the knowledge of the Department's organizational structure; knowledge of the basic principles of Accounting, knowledge of the legislative process and departmental Budget policies and procedures.

The Associate Governmental Program Analyst must have strong computer skills (Excel, Word) and experienced with database program to effectively carry out the duties of the position.

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 the district's staffing activity. An effective method of monitoring personnel years (PYs) and personal services dollars (PS) must also be in place. Failure to do so could result in overstaffing, cost overruns and could have a major impact on the District's ability to manage its resources and meet program requirements.

Accurate reporting and communication are major functions in this position. Errors in reporting can misrepresent District efforts in keeping within budget authority and could also lead to inaccurate reporting of projected expenditures to Headquarters and control agencies (Department of Finance).

PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The workload is subject to frequent, substantial, and unexpected changes within short time frames (a few weeks to a few months). For example, major program or charging practice changes could be issued. This job requires interaction with numerous employees. The incumbent may be subject to and have the ability to handle irate employees in a calm manner. Incumbent must be considerate and respond appropriate to the needs, feelings, and capabilities of different people in different situations, as well as be tactful and treat others with respect. Incumbent may have to work in highly intense situations when network failures occur. Incumbent must be open to change and have the ability to adapt to new information and instructions, and changing conditions.

WORK ENVIRONMENT

While at their base of operations, employee will work in a cubicle in a climate-controlled office building, under artificial lighting. Periodic problems with the heating and air conditioning may cause the building temperature to fluctuate and impact air circulation. Employee will work in a cubicle. Overtime may be required, and vacations may be restricted during peak times or fiscal year-end closing. In-State travel may be required, but would be infrequent.

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

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PM-0924 (REV 7/2014)

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE