

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

|  |   |                |
|--|---|----------------|
| CLASSIFICATION TITLE                   | OFFICE/BRANCH/SECTION                               |                |
| Associate Governmental Program Analyst | District 07/Program Project Management/Support Unit |                |
| WORKING TITLE                          | POSITION NUMBER                                     | EFFECTIVE DATE |
| External Payments Liaison              | 907-101-5393-XXX                                    |                |

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 Staff Services Manager I (SSMI), the Associate Governmental Program Analyst will be the lead for invoice processing and payments of contracts, project cooperative/inter agency agreements for Capital Outlay Support (COS) work. The duties include the responsibility of analyzing each contract and/or invoice using the funding agreements, monthly accounting reports and other input provided by the Project Manager. The primary function is to provide close communication and liaison with the Local Agencies, the District and Headquarters to expedite the invoice payment process.

**TYPICAL DUTIES:**

| Percentage                              |   | Job Description  |
|---|---|--|
| Essential (E)/Marginal (M) <sup>1</sup> |   |  |
| 50%                                     | E | Responsible for certifying that adequate budget allocations exist by fund source for all encumbrance requests. Makes recommendation to Project Managers, Division Project Control Unit and Area Managers as to needed funding line set up for processing the monthly invoice claims for payment of staff, contract work, relinquishment, Minor A & B and various Cooperative Agreements needed to process these requests. Monitor expenditures and authorize payment for contracts and Cooperative Agreements with External Partners; manage resources used to fund COS consultant contracts and cooperative/inter agency agreements and provisions.   |
| 20%                                     | E | Reconciles Monthly Labor Charges Report for Project Managers to ensure Functional Units are adhering to COS Charging Practice Guidelines and Projects Support Cost expenditures are within the authorized allocation. Responsible for researching Project Expenditures Detail for dispensaries to ensure funding is posting to correct funding lines using Enterprise Financial Information System Info Advantage, Accounting Management System, and Datalink to provide the backup for Progress Reports and Invoice submittal to Metro and HQs. Makes recommendation to Project Managers, Division Project Control Unit and Area Managers as to additional Project funding needs.   |
| 20%                                     | E | Responsible for developing, administrating, and monitoring a tracking system to track invoice submittal to our External Partners. Works independently to analyze and reconcile Monthly Invoice Summary and External Contributor Accounting Reports, to assist the Project Manager with supporting documents for the monthly progress reports to ensure that they are submitted in a timely manner and in accordance with acceptable practices, guidelines and standards of HQs Accounting, Legislation requirements and our External Partners requirements. Provides a Project Fiscal Year evaluation used for audits at the close of each project funded by External Partners. Makes recommendation to Project Managers, Division Project Control Unit and Area Managers as to needed solution for any discrepancies found. |
| 10%                                     | M | Serve as back up to other Analysts in the unit performing such tasks as; processing PARF packages and Personal Service and Operating Expense Monthly Expenditure Reports.  |

<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

NONE

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall have knowledge or the ability to: Reason logically, draw valid conclusions, make appropriate recommendations and initiate corrective measures as deemed necessary; as well as provide and follow completed staff work guidelines and processes. Perform duties independently with minimal supervision. Communicate effectively, both verbally and in writing. Establish and maintain cooperative working relationships and work well with various levels of Staff and Management. Collect data, interpret and analyze information and develop reports in a format that is user friendly to aid management in making appropriate decisions.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The AGPA must use sound professional judgment to ensure proper management decisions affecting work under his/her responsibility. Failure to perform in a competent manner could affect the funding of projects resulting in the delay of project delivery and /or loss of public integrity in the Department.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent will work with the District staff at all levels, HQ's Accounting Staff and Management and External Partners.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

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## WORK ENVIRONMENT

While at their base of operations, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE