STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	07/Division of Environmental Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Contract and Resource Analyst	907 170 5393	07/29/2015

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 direction of a Senior Environmental Planner, the Associate Governmental Program Analyst will act independently and in cooperation with other professional staff, functional units and HQ Contract Office. The Associate Governmental Program Analyst performs office support responsibilities and offer assistance to the professional staff in the Division of Environmental Planning and Contracts, mainly in the area of contract processing. The incumbent will be developing and maintaining reports and information necessary to assess and monitor database systems for all assigned district projects. The duties include but not limited to the following:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Maintaining the Division resource allocation, monitor and report project expenditures, operate database filing systems such as Project Resource Schedule Management (PRSM), and Accounting Management System (AMS) Advantage, and other related project management tools to and generate monthly reports.
20%	E	Review environmental contracts, secure internal approval, prepare transmittals, monitor process through department and control agencies as appropriate to final approval and execution.
20%	E	Prepare task orders as needed for environmental services, provide oversight to the consultant efforts, and process invoices.
15%	E	Prepare requests for proposals or invitations for bids for new environmental services contracts, receive proposals, monitor selection process, and work with Division of Procurement and Contracts (DPAC) on selection process.
5%	M	Perform special assignment related to contracting.

[1]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 (AGPA) does not supervise other employees; however, AGPA will coordinate and monitor work performed by environmental services consultants and planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans programs, policies, and Caltrans mission and vision. Knowledge of State contract law, applicable federal regulations, and the policies, procedures and applicable regulations of Caltrans and the Department of General Services and the State Personnel Board pertaining to environmental services contracting. Knowledge of applicable portions of the State Administrative Manual, Government Code, and Public Contract Code. Knowledge of software applications such as Microsoft Word, Excel, Internet Explorer, and Adobe Acrobat.

Ability to operate database systems filing systems such as Standard Tracking & Exchange Vehicle for Environmental (STEVE), PRSM, and AMS Advantage. Ability to collect and convey data and information in writing and verbally and competently represent Caltrans. Ability to analyze situations rapidly and accurately and propose effective course of actions.

The incumbent must be able to establish and maintain cooperative working relationships with managers, employees, and

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contractors. A valid driver's license is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for reviewing and preparing contracts to ensure that users and legal requirements are stratified. Many contracts require coordination with several agencies. The consequences of poor contract preparation error or omission in contract language might result in loss of funds to the State from the Federal Highway Administration, loss of the Caltrans' contract approval delegation from Department of General Services (DGS), or adverse audits. Errors or omissions could result in violations of statutory requirement, causing lawsuits against the State by private contractors, labor unions, or others. Poor judgment could result in delay in completion of Caltrans or other agency's programs and loss of public trust.

PUBLIC AND INTERNAL CONTACTS

In effectively carrying out the specific job assignments, the Associate Governmental Program Analyst must be able to interact with a wide range of people incidental to the environmental services contract preparation and coordinating with state, federal, and local agency environmental contacts; works closely with project engineers and other functional units within the department, as well as with local agency and consultants. The incumbent must advice contract and unit managers and potential consultants regarding the contract process. The incumbent is in frequent contact with Caltrans and DGS legal staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Requires occasional bending, stooping and kneeling. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. This position requires working as a team member, interacting with many people. It is important that employee work with others in a cooperative manner, and resolve issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

Base of operation is the district's headquarters office in downtown Los Angeles. While at the base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The employee may have to travel to regional offices, and field locations throughout the region, where the employee may be exposed to dirt, noise, uneven surfaces, and/or extreme heat and 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.)

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