

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 7/Right of Way/Planning & Management	
WORKING TITLE Project Control	POSITION NUMBER 907-400-5395-XXX	EFFECTIVE DATE

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 direct supervision of the Senior Right of Way Agent, the Associate Governmental Program Analyst (AGPA) responsibilities would include dealing with highly technical issues of budget analysis for the Division of Right of Way, including retrieval of information from Advantage and Info Advantage system. The incumbent is responsible for direct tracking and coordination of all Right of Way efforts in relation to the Planning & Management Section. This incumbent will work directly with Project Managers when establishing the Right of Way phases. The incumbent will also provide budgetary administrative duties to the Project Coordination Branch in regards to establishing the phases and providing project balances when requested, this will be accomplished with minimal supervision.

TYPICAL DUTIES:

Percentage

Job Description

Essential (E)/Marginal (M)¹

45% E

Monitor R/W Capital Allocation Plan. Verify projects meet R/W capital spending criteria. Monitor expectations, annual allocation amounts and programming for all R/W capital projects, including Major, Minor, Special funded and Reimbursement projects to ensure that 1) spending for each project is within the project's programmed amount and consistent therewith; 2) the district's R/W allocation of state, federal, special funded and reimbursement dollars for the fiscal years are not exceeded. 3) Ensures Project Identifiers (PIs) conform to statutes, approved budget, and activity plans, management policies, and that PIs reflect the authorization and appropriations of the Governor's Budget, and takes corrective action if documents do not meet established criteria.

In the Department's financial system (Advantage), serve as a district R/W Resource Analyst, approve all expenditures and certify that budgeted funds are available for the period and purpose of each expenditure incurred as required by law. Reviews and processes written and electronic requests for new multi-phase PIs to identify and authorize new projects. Reviews and evaluates projects to determine proper funding source and program categories, and recommending alternatives to ensure accuracy and appropriate funding.

Reviews electronic budget authority represented by the PI by consulting sources such as CTC votes, G-12 Resolutions, programming documents, and program allocations. Ensures accurate coding using a variety of standard Caltrans references (such as coding manual, programming documents, accounting manuals, Deputy Directives, etc)

Oversee and maintain the R/W entire inventory of PIs. Make changes to close various PIs and determine when to deactivate PIs.

Update the fiscal year R/W Capital Allocation Plan. Continually review and reevaluate capital expenditure, allocation and programming for each project and, as needed, initiate timely request for fund allocation and program augmentation cover fiscal year expenditure to prevent project delivery disruption due to inadequate funding to complete and clear right of way for construction. Projected fund surpluses must be identified and reverted back to HQ R/W for re-allocation.

Anticipate, identify and analyze funding and financial problems and, depending on the complexity of the issues, develop alternative supported solutions. Summarize these issues and recommend to management the most appropriate course of action and beneficial solution that includes consideration of budgetary constraints, project delivery requirements, compliance with state and

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federal laws and regulations, departmental policy and Local fund effect, if any.

Coordinate with R/W management and project coordinators to develop and maintain spending plans that provide specific direction for spending from multiple funding sources.

30% E

Research project information and analyze funding sources for R/W capital projects. Set up appropriate coding in the tables in Accounting's financial system to capture and document correct capital resources for each project. Ensure all projects for R/W capital are correctly created, properly maintained and adequately funded in Advantage. Determine the need to set up earmark phases for a project and allocate appropriate funding to these phases.

Process fund encumbrances and invoice payments. Assign the appropriate project phase and fund types; certify funding availability, ensure correct coding of information and appropriate funding of funds. Record each capital encumbrances and expenditure in district ledger. Reconcile weekly, monthly and annually district ledger with Advantage reports.

When necessary, work with Accounting and HQ R/W to develop and improve coding requirements and/or payment processes and procedures to cover extant and new situations.

15% E

Act in a lead capacity as a liaison between HQ R/W, HQ Accounting, HQ Legal, Los Angeles Legal, and Division of Procurement and Contracts (DPAC) on all R/W capital expenditure activities related to Titles and Escrow, Expert Witness and Inverse Condemnation Contracts. Review contracts for completeness and compliance with department's and DPAC's policies and procedures. Ensure adequate contract funding, and monitor payment process. Forecast funding needs for yearly allocation development. Provide Legal, Functional Managers and upper level management with contract monitoring reports and recommendations for process improvements.

10% M

Use Advantage, R/W databases and other available resources to create queries, tables, forms and reports; and to develop and maintain records and process ad hoc or appropriate budgetary status reports to meet the needs of management.

Provide input and advice to help maintain, update and improve the statewide R/W Management Information System (ROWMIS).

Serve on Quality teams for improving Planning and Management processes.

May be called on to assist in performing other Planning and Management duties.

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.

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 have a working knowledge of the various financial systems.

Must have experience with system such as Advantage and Info Advantage. The AGPA must possess good technical expertise in budgeting and have the capability 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 writing.

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The AGPA must have a thorough knowledge of the Division's programs and organizational structures; knowledge of the basic principles of Accounting, knowledge of the legislative process and departmental Budget policies and procedures. The incumbent must have strong analytical skills and is able to train other staff.

The AGPA is required to work independently with minimal guidance from his/her supervisor. The AGPA, under the direction of Senior Right of Way Agent, is responsible for advising management on issues that are sensitive in nature. Failure to provide advice to management could result in financial liability and or discredit/ to the department. The AGPA must research existing policies and rules to making any recommendations(s) on how to handle any specific issue.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

All Right of Way 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 Division's ability to manage its resources and meet program commitments.

PUBLIC AND INTERNAL CONTACTS

The position requires daily contact with Division of Right of Way staff, District's Budget representatives and functional organizational managers to assist and advise them on technical budget matters. Contact with Headquarters and Accounting will also be required. These contacts will be verbal or written, as needed, to perform assignments. Frequent contacts and close liaison is needed to assure program requirements are met at all levels. Public contact is minimal.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described here represent those that must be met by the incumbent to successfully perform the essential functions of this position. Reasonable accommodation may be made:

The incumbent is regularly required to listen and speak to others in person and on the telephone and to make presentations as required by Management.

The incumbent may be regularly required to travel by car, train, or plane to attend meetings or training to various district offices throughout the state.

The incumbent must be able to sustain mental activity, sit for long periods of time, using keyboard and video display terminal. Possess the ability to move up to 35 lbs. (files, boxes, laptops, projectors and cumbersome plans).

The incumbent must be able to resolve emotionally charged issues reasonable and diplomatically.

The incumbent must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations, and recognize emotionally charged issues or problems and perform appropriately.

The Incumbent must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Must 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

The work environment characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made:

While at their base of operation, employee will work in a climate-controlled office under artificial lights. However, due to periodic problems with heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations with individual cubicles. Working hours will be set sometime between 6:00 AM and 6:00 PM. Employee may be required to travel in state, but the travel is not frequent.

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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