

PROPOSED

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Division of Right of Way
WORKING TITLE Contract Payments Administrator – Property Services	POSITION NUMBER 907-400-5393-XXX
	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

In the Office of Right of Way, the Associate Governmental Program Analyst (AGPA) performs a variety of highly technical and complex budget analysis for the Property Maintenance Unit. The AGPA evaluates all documents relating to Contract Payments, reviewing estimates to determine accuracy, Calculates and verifies deductions on contract overruns, acts as a liaison between Caltrans Property Services and the Direct Construction Unit (DCU).

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	The AGPA is responsible for monitoring and analyzing the Property Maintenance expense budget for contract work with the DCU as mandated in the Interagency Agreement between the Department of Transportation (Caltrans) and the Department of General Services (DGS). The AGPA must be able to analyze, monitor, update and maintain the electronic financial data bases to ensure that Property Maintenance stays within their allocated resources. The incumbent, by accessing these budget monitoring systems, is responsible for generating comprehensive reports and reconciling monthly expenditure reports. The AGPA coordinates with the Senior, Contract Manager, Inspectors and DCU to provide an analysis and interpretation of the financial information, including, Management Authorization Requests (MARs) that are generated for Emergency and Service Repairs, along with the Form 22 for projects. The AGPA generates reports based on Historic or Non – Historic work. The AGPA transmit these reports and work closely with the Right of Way Office of Planning and Management to verify expenditures of budget allocation
30%	E	The AGPA is responsible for monitoring and analyzing Property Maintenance expense budgets for non DCU work, including the following contracts; Tree, Weed, Lawn and Garden, Security, Pest and Termites. The AGPA, working closely with the Senior and Contract Manager, is responsible for assuring accuracy in the (MAR), Invoices and the payment paperwork. The AGPA is responsible for funding and assuring proper funds are available per each individual contract. The AGPA will assure all contracts are written properly and in a timely manner to assure the work can continue and no lapses in contract work will occur.
15%	E	The AGPA is responsible for monitoring and tracking Right of Way Property Management File Status as mandated in Chapter 11 of the Right of Way Manual. This position works closely with the Senior in Property Maintenance and the Inspectors to assure quality control and compliance with Chapter 11 of the Right of Way Manual. The position works with the Senior and Inspectors to assure vital records are maintained, with special focus on documentation of work, including diaries, pictures, mars and the Cost Recovery Analysis.
5%	M	The AGPA provides technical assistance and support for the Property Management Office in answering calls, assisting tenants with on-site rental payments, assisting tenants with questions, and greeting the internal and external clientele for meetings or appointments when contacted by District Security Staff.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The AGPA is not assigned supervisor duties, works independently but may be a lead worker over others.

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 systems 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 in writing.

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.

The AGPA must have the ability to compile and analyze data, reasons logically, speak, and write effectively. The ability to understand verbal and written instructions, use a variety of techniques to productively resolve problems, and make appropriate recommendations. The APGA must have good working knowledge of various computer applications such as spreadsheets, word processing, and data management programs.

The AGPA must have the ability to work independently and interface successfully with others within and outside of Right of Way. The ability to interpret and apply rules and procedures, develop and present ideas and information effectively both orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure or delay in actions related to the above referenced duties would reduce the productivity of the employees. Failure to perform in a competent manner could affect the Division of Right of Way, Property Maintenance's credibility, cause delays, and create a poor-working relationship with other Divisions, and Headquarters.

Poor recommendation could result in over/under allocation of resources, over/under expenditures of resources. Improper processing of documents will adversely affect the Property Maintenance unit. Failure to prepare and monitor would result in failure of Right of Way..

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 charged 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.

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. Employee may be required to travel in state, but the travel is not frequent.

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I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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