

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	D08/ADMINISTRATION/BUDGETS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Control Officer	908-012-5393-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 the District Budget Manager, a Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) serves as District Project Control Officer. Works directly with Project Managers in all phases of cost accounting and management of resources. Assists Capital Outlay Support staff with the interpretation of accounting procedures.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	<p>Analyzes varied complex documents and using the Project ID and AMS Advantage computer system, establishes and maintains Project ID's in proper status to ensure funding availability as projects progress through various phases.</p> <p>Monitors Project status and processes amendments to add, suspend and close various phases of Project ID as projects progress; utilizes the accounting systems to research Project ID expenditure data and status; inputs data to provide up-to-date reports of pending and newly approved Project ID's. Consults with Project Managers, Headquarters Division of Accounting staff and Headquarters personnel regarding input of documents to assure prompt master-filing of Project ID's; takes independent action to correct discrepancies to project information.</p> <p>Works closely with the project managers in all phases of cost accounting including timely processing of invoices for payment to Local Agencies under terms and conditions as identified in approved Cooperative Agreements, Standard Agreements, and Interagency Agreements. Monitors and certifies funding on all projects support costs. Works closely with Project Management in the development of Cooperative Agreements, Standard Agreements, and Interagency Agreements to ensure compliance with departmental policies and procedures as well as regulations contained in the Streets &amp; Highways Code, California Government Code, and Title 23, U.S. Code.</p> <p>Evaluates and analyzes past, present, and future encumbrances and expenditures. Reconciles expenditures and encumbrances in AMS Advantage. Identifies errors and recommends adjusting entries to HQ Accounting. Monitors funding and expenditures to prevent over runs. Coordinates with Program Management, Right of Way and Transportation Planning with regards to funding a project through Cooperative Agreements.</p> <p>Makes independent decisions based on analysis, and implements solutions to complex budget issues. These include recommending encumbrance adjustments on prior, current, and future fiscal years.</p>
35% E	<p>Reviews all Cooperative Agreements, Standard Agreements, and Interagency Agreements for financial interpretation.</p> <p>Monitors and certifies funding on all Project support costs related to Cooperative Agreements, Standard Agreements, and Interagency Agreements. Collects and analyzes data in the agreement to determine needs and priorities. Evaluates and analyzes past, present and future expenditures</p>

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and encumbrances to reconcile expenditures and encumbrances in AMS Advantage. Identifies errors and recommends adjusting entries to HQ Accounting and HQ Program staff.

Ensures consistency between District's budgeted work and actual expenditures. Reviews draft and Final Cooperative Agreements. Examines the Cooperative Agreement Project ID to determine if coding conforms to the terms of the Cooperative Agreement.

- 15% E Interprets legislation and Departmental policy to determine eligibility of Federal funds. Independently prepares and submits requests (E-76) to ensure timely Federal participation. Acts as liaison between Headquarters Budgets – Federal Aid personnel and District Project Managers to resolve problems and provide information or documents in an expedient manner critical to obtaining Federal funding.
- 5% M Uses spreadsheet and word processing programs on personal computers to create and maintain logs, journals, memos, and reports. Works closely with Program-Project Mgmt., R/W, Design, Construction, and Environmental staff in ascertaining Project ID status, modifying, and closing Project ID numbers.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- 1) The principles of Cost Accounting;
- 2) Excel, Word, and PowerPoint;
- 3) the PC and mainframe available to the unit;
- 4) spreadsheet, graphing, and word processing software;
- 5) the duties and work procedures of each specialist within the unit;
- 6) the Department and District budget development and control process.

This is accomplished through:

- a) Operational knowledge of the AMS Advantage/InfoAdvantage database. Knowledge of contract administration. Familiarization with the State Administrative Manual, the Accounting Manual, Streets & Highways Code, California Government Code, and Title 23, U.S. Code.
- b) Knowledge of AMS Advantage; Ability to extract resource data. Analyze Management's need for information and develop the systems and procedures necessary to collect, process, and present the required information in a meaningful format.

Ability to analyze data and present recommendations based on analysis; consult and deal effectively with District and HQ management; perform complex mathematical calculations necessary to construct spread sheet formulas; anticipate the reporting changes created by policy and procedure changes; and present information skillfully in both written and verbal forms.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in judgment, erroneous reporting, or a failure to recognize and respond to potential problems could result in:

- 1) reduced unit effectiveness;
- 2) failure of the District to meet budget objectives; and/or
- 3) failure of the District to meet project delivery schedule.

Inappropriate analysis or failure to process documents on time could result in project delays; improper use of funds within program areas, loss of federal funds, could produce an adverse effect on working relationships not only within the District but also with our transportation partners.

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## PUBLIC AND INTERNAL CONTACTS

Has frequent contact with Headquarters and District personnel, including consulting with project engineers on various matters relative to Project ID and Federal fund request processing and with local governmental agencies in matters relating to shared funded highway projects and measures projects.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. May be required to move large or cumbersome reports from one location to another. 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. Must grasp essence of new information and master new technical and business knowledge. 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. Must be able to concentrate in order to review and create documents and meet deadlines at times. Must be able to interact appropriately with staff at all levels under stressful situations.

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## WORK ENVIRONMENT

While at the base of operations, will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

Overtime may be required, and vacations may be restricted, during peak time and fiscal year-end closing.

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