

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Administration/ Office of Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Encumbrance reconciliation/ Inventory control	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 general supervision of the Assistant District Budget Manager (Staff Services Manager I), analyzes and recommends certification of funds on ALL District Program/ Division's Support OE budget; Assists as the unit specialist Architectural & Engineering (A&E) consultant contracts. Works directly with the District Budget Management staff in providing support in all phases of cost accounting and management of resources. Provides support to staff regarding the interpretation of accounting procedures, utilizing the State Administrative Manual, State Government Code & Statutes, Federal Highway Administration Regulations and internal Operations Manual.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Responsible for independently analyzing submitted requests for encumbrances of Standard Agreements, Inter-Agency Agreements, Cooperative Agreements and Purchase Authority Purchase Orders (PAPOs) and all other legal documents in excess of \$2,000. This involves ensuring all requests meet the requirements of statutes, chapter, rules and policies of various governing authority using Info Advantage reports from Enterprise Resource Planning Financial InfraStructure (E-FIS) generated each month from Headquarters. Functions independently by meeting with contract managers and various functional area representatives and makes recommendations to meet the requirements of various authorizing agencies. Analyzes data using comparative analysis to ensure transactions match against the monthly expenditure report for accuracy in encumbrance amounts assuring compliance with encumbrance guidelines.
20%	E	Functions independently to processes encumbrance documents for the Architectural & Engineering (A&E) consultant contracts. Analyzes various information entered in the E-FIS database is current and that the contract amount availability matches allocations and submits to HQ's Accounting for processing. Prepares and provides expenditure reports generated from the E-FIS system to various staff in Program Project Mgmt. who administers the A& E consultant contracts workload.
10%	E	Functions independently as the District's Utility Coordinator as a liaison between HQ Division of Accounting (DofA) and the District's staff that has the responsibility to validate utility accounts and cost coding structures within the District
10%	E	Maintains the Office of Budgets' equipment inventories. Completes equipment disposition forms transferring equipment to other Budget staff, other Program/Division personnel or to the District Property Section. Generates service repair calls for inoperative office equipment and purchase new equipment as needed.
5%	M	Cardholder of the State VISA (Cal-card), makes purchases with credit card and reconciles account to a written monthly statement and to an electronic statement (PCARS). Acts as the Office of Budgets training coordinator, using the LMS (Learning Management System) to schedule staff training as needed Purchases all office supplies and equipment for the Office of Budgets, using Purchase Requests, Local Requests and Purchase Authority Purchase Orders (PAPOs). Acts as the Budget Office Data Entry Specialist. Maintains and updates various manuals and files.
5%	M	Maintains Budget Website by updating information for the various tasks within the Budget Division.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must understand or have knowledge of:

1. The Department and District budget development and control process. The Department's Travel Administration Policy.
2. Spreadsheet, graphing and word processing software.
3. The PC and mainframe resources available to the unit.

Must be able to:

1. Access the E-FIS to develop the systems and procedures necessary to collect, process, and present the required information in a meaningful format.
2. Review data, and present recommendations based on analysis.
3. Perform the routine mathematical calculations necessary to construct spreadsheet formulas.
4. Present information skillfully in both written and verbal formats.
5. Develop and maintain effective working relationships with all levels of District and Departmental personnel.

Requires reviewing and analyzing allocation and expenditure data on a continuous basis, making projections and identifying trends in order to identify problem areas.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

1. Failure of the District to meet budget objectives.
 2. Failure of the District to meet project delivery schedule.
 3. Reduce unit effectiveness.
 4. Loss of funding.
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PUBLIC AND INTERNAL CONTACTS

Has frequent contact with Headquarters and District personnel, including consulting with District Division Chiefs on various matters relative to the Support Operating Expense Budget.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees 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.

Mental and 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. Employees must

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

be able to concentrate in order to review and create documents and meet deadlines at times.
Must be able to sit for long periods; ability to work cooperatively with others.

WORK ENVIRONMENT

While at their base of operations, employees 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.

Work in cubicles in an air-conditioned office under artificial lighting.

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