

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Administration/Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Administrative Officer - OPERATING EXPENSE	908-012-5393-022	

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 the District Assistant Budget Manager, a Staff Services Manager I, the Associate Governmental Program Analyst serves as the Administrative Officer and designated Fund Monitor for one or more Divisions.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Responsible for independently managing and monitoring Project Initiation Document (PID) Program's operating expense (OE) allocation and expenditures and other programs. Receives allocation at the beginning of each fiscal year, establishes tracking spreadsheets for divisions and programs, reviews expenditure requests to ensure availability of funds and to confirm proper coding, approves all Operating Expense expenditures before funds are spent. Tracks expenditures using Info Advantage reports pulled from Enterprise Resource Planning Financial InfraStructure (E-FIS) and monitors all OE balances. Using Excel spreadsheets evaluates, reconciles, and audits monthly, quarterly, and annual expenditure reports; interprets data and develops various functional reports such as operating expense reports, etc. that are provided to management to proactively manage Program and division funds.
40%	E	Incumbent reconciles and analyzes expenditure OE reports to determine if charging is authorized, appropriate, and charged correctly. Receives copies of Cal-Card statements from Cal-Card holders, Travel Expense Claims (TECs) and reconciles them against approved expenditures. Acts as district liaison with accounting to resolve identified discrepancies. Processes Expenditure Adjustment Requests (EAR) to correct mischarges. Works with Program and Division Point of Contacts to determine if purchases are compliant with rules, policies, procedures, and guidelines and offers guidance to various entities. If additional resources are needed or unexpected expenses are incurred, the incumbent must notify the functional manager and ensure additional funding is provided prior to authorizing expenditures. Prepares Operating Expense budgets for various Programs.
10%	E	Acts as the Liaison between various Program and Functional Managers to assist in the preparation and submission of travel, extraordinary needs, and future year projections reports. Creates and monitors the Capital Outlay Support (COS) Off the Tops for all divisions and distributes allocations to each division.
5%	M	Acts as the Resource Specialist to assist various staff in all areas related to operating expense and purchasing for the district.

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

The incumbent must have knowledge of principles and practices of general business management, modern methods of

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public and business administration including organization, fiscal and personnel management, administrative analysis and budgetary procedures.

Knowledge of general computer systems, District databases, Advantage/Info Advantage, Excel, and Timeshare programs; must have a good working knowledge of computer applications such as database, spreadsheet, word processing, and other programs. Using a personal computer, must be able to produce spreadsheets, graphs, charts, reports, etc.

Must have knowledge of the Department's purpose, organization, policies and procedures, and an understanding of the Department's goals and objectives. Must have the ability to serve as a staff consultant to the Division's management on matters concerning budgeting, Human Resources, and fund monitoring.

Must be able to independently analyze and make decisions; must have the capacity to analyze database data to determine if resources are being properly expended. Must be able to provide advice and assistance on varied and difficult problems which at times are of a sensitive nature and which could have an adverse impact on the Department. Must have ability to interpret and apply rules and procedures, develop and present ideas and information effectively; develop alternatives to problems and formulate solutions. Must be able to estimate and budget for future needs and the cost of personnel, equipment, services, supplies and space. Must maintain cooperative working relationships with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently performs complex analytical work and makes decisions that impact the Program and/or Divisions. Erroneous information provided to management could result in over expenditure of funds and monetary loss to the State. Failure to properly resolve issues or misinterpretation of policy could bring discredit to the Department.

PUBLIC AND INTERNAL CONTACTS

Independently confers and/or communicates with all levels of staff within the Department, other state and government agencies, Headquarters and District personnel, private industry contacts, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Will work in an individual workstation. Must have the ability to work at a keyboard for extended periods of time, using the keyboard and video display terminal.

Mental: Must be able to concentrate in order to organize, create documents and letters, prioritize and review information, and meet deadlines. Must have the ability to multi-task and adapt to changes in priorities, and must be able to complete tasks or projects with short notice.

Emotional: The job requires interaction with many employees. Must be able to work independently with other in a cooperative manner. Must deal with pressure effectively and maintain focus on the job being performed. Must be able to develop and maintain cooperating working relationships with others, considering and responding appropriately to the needs, feelings and capabilities of different people in different situations. Must be calm, tactful and treat others with respect. Must be open to change and new information, adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

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

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