STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Program/Project Management - PMSU-DM	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Analyst	908-218-5393-	

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 Staff Services Manager I, the Associate Governmental Program Analyst is independently responsible for building, evaluating, and monitoring both short- and long-term Capital improvement project schedules, in their entirety, through the use of advanced computer software programs, various electronic databases, including personal, and telephone contact with Project/Task/Functional Managers throughout the District. The incumbent will function as a Subject Matter Expert in the use of sophisticated computer applications, breakdown structures, techniques, and processes related to the planning, scheduling and statusing of projects in support of project management goals and objectives. The incumbent must also be able to independently manage multiple projects simultaneously, and may be required to work overtime during cyclical and/or peak workload periods. May act as lead person over the less experienced analysts.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Responsible to provide support to Project Managers with the preparation, modification and maintenance of project work plans utilizing Critical Path Method (CPM) techniques in the Project Resource and Scheduling Management System (PRSM) application. Review, analyze and evaluate expenditure data; recommends allocation adjustments to Project Managers; research and respond to project schedule adjustments, charging practices, and direct or re-direct resources to accomplish project deliveries.
25%	E	Independently develop, analyze, and interpret project data to forecast potential issues in scheduling or resource allocations, functional workload peaks, including other possible conditions that may imperil or jeopardize project delivery. Identify program problem areas and provide advice and guidance to management for resolution. Research and gather statistical data for preparation of mandated reports for Executive Staff, Project Managers, Local Agencies, the legislature and other state agencies. Prepare and/or coordinate the production of special statistical reports, charts, or graphs. Create and maintain District-specific templates consistent with the standard Work Breakdown Structure (WBS).
10%	E	Provide lead direction, on-the-job training, and on-line Help Ticket issue resolution to all levels of staff, including Project Managers, Task Managers and basic PRSM users in the administration of work activities. Provide information, instruction and assistance to staff in the use of the Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS) and Resource Tree. As a peer reviewer, perform internal quality control functions for other staff within the unit. Provide advice and/or recommendations, as appropriate. Facilitate the administration of unit duties.
5%	M	Perform more difficult and/or complex assignments or studies as requested by management for Capital Improvement Projects. Participate on special committees, consult with, and provide advice to supervisor on projects. Develop and recommend policies, procedures, and practices to meet the functional and operational needs of the work unit. Attend internal and external meetings on behalf of Unit Manager.

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[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision. However, the position may provide functional direction to others engaged in the administration of project support activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the principles and practices of the Caltrans project management process and a thorough understanding of the Critical Path Method (CPM) of project scheduling and control; must have the capability of working with personal computers and an aptitude for learning various software programs; must have working knowledge of Windows computer workstation operating systems and service applications such as EFIS, Business Objects, Crystal Reports, Info View (Webi), Open Workbench, Filemaker, Word, and Excel.

The position requires an individual who understands scheduling, managing, and statusing Caltrans capital outlay projects using a sophisticated computer scheduling tool. As such, must have the ability to comprehend the Caltrans project management process; and the Caltrans project development process, including the activities required to develop a project. Incumbent must have proficient knowledge of the Caltrans Work Breakdown Structure (WBS), Resources Breakdown Structure (RBS), data requirements of the Caltrans Project Managers, Task Managers and existing project related information systems, such as Project Resource and Schedule Management System (PRSM), California Transportation Improvement Program System (CTIPS) and InfoAdvantage (EFIS). The incumbent must have the ability to analyze and solve the more difficult and/or complex technical or administrative problems; and understand of the principals of teamwork; the ability to maintain cooperative relationships and ability to analyze data and present ideas and information effectively both orally and in writing.
This position requires a high degree of independence, initiative, motivation and self-direction. Extensive experience and knowledge in Microsoft Excel is desired.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the policies, goals and objectives of Division of Program/Project Management; facilitating on-going interaction with internal and external customers. Inaccuracies in analysis or information may delay or impede the delivery of scheduled projects. Poor judgment could result in lost opportunities to improve project management processes and project deliveries, thereby adversely affecting the public's [e.g. Legislature, California Transportation Commission (CTC), and various control agencies] trust, and perception of the quality and dependability of the services provided by the Division and Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the Division of Program/Project Management. Must maintain open lines of communication with all support staff, so that projects can be delivered on time and within budget parameters. Maintaining strong working relationships with the Project Managers and Task Managers is critical.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The position requires manual dexterity to operate a computer for preparation of project models, reports, and forms and requires occasional bending, stooping, and kneeling.
Mental: Must be able to sustain mental activity to produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.
Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations: recognize emotionally charged issues or problems and perform appropriately for a situation. Must be able to deal effectively with pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. Must be open to change and new information: adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.
Must possess and maintain sufficient strength agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

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WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May work overtime and vacations may be restricted during expected peak workload periods.

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