STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	OFFICE OF LOCAL ASSISTANCE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE GOVERNMENTAL ANALYST	908-222-5393-	

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 a Senior Transportation Engineer the incumbent performs complex technical analytical staff services including analytical support activities in the Local Assistance Program. This includes tasks that implement project management, monitoring local agency improvement projects, evaluating compliance with federal regulations, and recommending improvements to local agency project delivery.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Independently reviews Request for Authorization Package (RAP) submittals received from external entities, perform project reviews for quality control, and assesses approvals while acting as liaison between the District Local Assistance Engineer (DLAE) and Headquarters to ensure submittals are in compliance with applicable policies and laws among local agencies and the Department and Federal Highway Administration (FHWA). The review process includes detailed comparative analysis of the submittal packages including Disadvantaged Business Enterprise (DBE) program implementation agreements and Federal Transit Authority (FTA) fund transfers. The incumbent reviews the package for completeness and then ranks the submittals competitively and recommends to the Senior the priority for submittals. Provides timely reports to the district management and local agencies on review status. Assists the DLAE with various assignments and special projects as needed.
20%	E	Independently evaluates budget reports provided to the local assistance program by the administrative officer to determine accuracy in charging as it relates to resource allocations. Downloads and collects data from the Enterprise Resource Planning Financial Infra-Structure (EFIS) to prepare weekly and monthly charging reports. Analyzes charges and provides recommendation in correcting discrepancies within the charging practices.
15%	E	Independently responsible for all purchases within the Local Assistance Program including reconciling purchases using EFIS. Researches purchasing needs, makes recommendations and analyzes alternatives. Ensures that all documentation is correct and submitted to Accounts Payable. Monitors Cal-Card Program Guidelines to ensure proper usage and that monetary value is not exceeded. Solicits vendor bids and award purchases or repair orders for items needed for Local Assistance. Obtains price quotes from vendors and procure office supplies and job related equipment for staff by use of a State issued Cal-Card, Purchase Orders and Requests. Will also assist the Division as a back up for these same activities.
10%	E	Independently reviews quarterly Obligation Authority reports of the various programs. Monitors lapsing funds and develops plans to use the funds through Cooperative Work Agreements (CWA) with local agencies to ensure funds are not de-obligated.
10%	M	Incumbent will assist with the distribution of Local Assistance guidelines, instructions, policies and procedure changes to local agencies with other unit staff. Gathers information available on the internet, intranet and other available information sources relative to federal and state transportation policy, legislation, project development, federal contract administration and Department related changes. Analyzes and disseminates information to the unit, local agencies and others as appropriate.

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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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and practices of general business management, basic administrative analysis and budgetary procedures. Must have a good working knowledge of desktop computer applications that manipulate data and prepare management reports.

Must have knowledge of federal and state statutes, regulations, policies and procedures that affect transportation funding of transportation capital improvements. Knowledge of purpose, policies and procedures of the Department. Requires an understanding of the Department's mission, goals and objective to achieve the same.

Must be able to analyze data, develop ideas and present information effectively, both orally and in writing. Must be able to make basic mathematical calculations and estimates and be able to interpret and apply rules and procedures.

Must have ability to use own initiative to take appropriate action as dictated by schedules, receipt of information or receipt of documentation.

Must be able to travel to various locations, sometimes requiring overnight stays. Must be able to establish and maintain cooperative working relationships. Must demonstrate skill in assuming increased responsibility.

Incumbent must be able to apply computer technology in program administration, information sharing and for training purposes. Must be able to develop efficient files, establish records and maintain information relative to all assignments.

Incumbent must have the ability to evaluate incoming information, documents and varied analytical work for accuracy and completeness to determine compliance with federal and state law, policies and procedures. This requires originality and initiative, as well as the ability to analyze the information, identify problems and formulate solutions.

Must be able to interpret funding documents to ensure funding has been properly encumbered. It will be necessary to review and interpret project records and programming documents; therefore the incumbent must be familiar with or become familiar with Local Assistance accounting procedures and policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Is responsible for decisions made that do not require engineering knowledge. Is responsible for disseminating various program policy changes and deadlines to local agencies. Incorrect information supplied to management, local agencies department staff or headquarters staff could result in improper staffing, monetary loss and impaired local project delivery.

PUBLIC AND INTERNAL CONTACTS

Communicates within the division, other district divisions, and headquarters. Has frequent contact with state, county, city and local agencies on transportation project financing and administrative matters. Assists office staff at various meetings involving local governments and allied agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires sufficient manual dexterity to operate a computer keyboard, the ability to sit for long periods, the ability to develop and maintain cooperative relationships, and the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice.

The Division requires interaction with many people. It is important that employees work with others in a cooperative manner, adjust rapidly to new situations which warrant attention and resolution, behave in a fair and ethical manner

toward others, and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial light. Employee may work at workstations within shared cubicles. Employee may be required to travel.

I have read, understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)

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