

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	Division of Planning/ Pre-Programming Engineering Studies	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	908-222-5393-003	

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 Associate Governmental Program Analyst (AGPA) performs complex technical analytical staff services including analytical support activities in the Division of Planning Pre-Programming and Engineering Studies -project initiation document (PID) program. This includes tasks that involve resource management, budgeting, program and resource analysis, purchasing and personnel activities.

TYPICAL DUTIES:

Percentage		Job Description
60%	E	Monitors and analyzes Personnel Years (PY), Personnel Service Dollars (PSD), Operating Expense (OE) allocations and usage utilizing various reports and databases for PID program and for various related programs in various Divisions. Independently analyzes and evaluates budget reports to determine accuracy in charging as it relates to re-sourced allocations. Downloads, collects, and analyzes data to develop expenditure reports and spreadsheets for use by the Program Managers in the Division of Planning. Assists Planning management with quarterly reporting and various assignments related to resources and reporting requirements as needed.
20%	E	Performs personnel-related duties for the Division. Works with hiring supervisors, District resource/budget personnel, and Division of Human Resources (DHR) to fill vacant positions timely. Prepares hiring (PARF) packages including developing duty statements and justifications in consultation with supervisors, updates organizational charts, and prepares exemption requests and position advertisements. Keeps supervisors informed of hiring status. Coordinates interviews. Completes DHR-related forms for new hires and separated employees. Evaluates new DHR policies and directives, recommends and implements changes to business processes to ensure the Division remains in compliance with all requirements. Responds to management and DHR inquiries, prepares reports, and maintains working files.
15%	E	Independently responsible for all purchases within the the PID and Planning Program offices including reconciling purchases using Enterprise Financial Infrastructure System (EFIS). Researches purchasing needs, analyzes alternatives and makes recommendations to management. Ensures that all documentation is correct and submitted to Accounts Payable. Monitors Cal-Card Program Guidelines to ensure proper usage and that monetary value are not exceeded. Solicits vendor bids and award purchases or repair orders for items needed. 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.
5%	M	Assists Division management with various assignments as needed including but not limited to preparing various management reports and special studies and developing and analyzing policy memos related to administrative activities.

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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

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 administrative 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 administrative assignments.

Incumbent must have the ability to evaluate incoming information, documents and varied analytical administrative 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 department 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. Incorrect information supplied to management, department staff or headquarters staff could result in improper staffing, monetary loss and impact delivery of services.

PUBLIC AND INTERNAL CONTACTS

Communicates within the division, other district divisions, and headquarters. Has frequent contact with internal and external customers.

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; 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

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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 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