

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 8 - Right of Way - San Bernardino	
WORKING TITLE AGPA	POSITION NUMBER 908-400-5393-007	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under supervision of the Senior Right of Way Agent, the incumbent is responsible for performing duties related to Capital Outlay expenditures for the Division of Right of Way (R/W). Duties include set-up and maintenance of the District 8 Capital Outlay Database.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Assists Senior Right of Way Agent with the development of the annual R/W Capital Plan. Enters capital requirements from data sheet estimates and other sources into various R/W Management systems and the Project Management Control System (PMCS). Monitors and balances capital costs shown in PMCS with current fiscal year allocations. Determines and advises Senior Right of Way Agent on implementation of the most advantageous corrective measures given budgetary constraints and project delivery requirements while ensuring compliance with Departmental, State, and Federal regulations. Processes payment of invoices for the multiple functions in R/W. Creates encumbrances in AMS Advantage for R/W contractual agreements with third parties as well as Miscellaneous Vendor Advances (MGAX) and Requisitions (RQS). Produces R/W Capital Cost reports such as Project Summary Report, and Parcel Summary Report on an as needed basis, ensuring all data reported is accurate, reconciled and current. Assists with work to monitor R/W costs for conformance with local funding partners, Riverside County Transportation Commission (RCTC) and/or San Bernardino Associated Governments (SANBAG) to justify dollars expended and future requirements or allocations.
20%	E	Develop and analyze spreadsheets to identify multiple funding sources, capturing accurate expense information that not only keeps projects within budget but accurately reflects the current funding codes and sources. Assists the Senior Right of Way Agent with forms and reports as necessary and imports information from other sources into data base. Creates CAM documents to establish funding profiles for Phase 2 and Phase 9 on various projects.
15%	E	Capital Project Skills Development (CPSD) coordinator for Right of Way. Work with vendors and HQ staff to ensure training is available to staff. Keep accurate records to monitor training needed by staff. Set up/maintain courses through the Staff Central Learning Management System.
10%	M	Division CalCard holder. Responsible for payments to vendors. Create various CalCard documents in Advantage. Reconcile monthly bank statements and Statement of Accounts in InfoAdvantage. Responsible for keeping accurate records of spending to maintain within annual allocation for capital and training budgets.
5%	M	Assist other Planning and Management R/W team members as requested.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must develop general knowledge of Right of Way and the Planning and Management procedures. Must have the ability to gather and reason logically. Must have good organizational and computer skills. The ability to work with computer database systems including software such as Microsoft Access and Excel; PRSM and other State databases. Must possess ability to handle multiple priorities and work in a team environment while working closely and efficiently with others.

Must be able to evaluate situations for R/W related matters. Possess the ability to do basic math calculations, report writing, auditing, problem solving, analysis and reasoning. Possess ability to focus on a single task, as well as multi-task, when necessary.

Required to communicate with the supervisor on a regular basis on work assignments and commitments. Expected to meet agreed-upon work commitments and to complete all work assignments in a timely fashion. Attend staff meetings, travel to training sessions lasting up to two weeks in duration, and attend other meetings as required.

Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of failure in responsibility can result in the failure to meet financial obligations, which can have a detrimental impact on project delivery. This could disrupt community plans and statewide funding and planning schedules, and could also result in loss of funding, additional projects, program costs, and loss of local participation in needed projects. Failure to correctly account for local money expended through SANBAG and RCTC could result in those agencies giving work previously performed by Caltrans to other local transportation agencies or consultants.

PUBLIC AND INTERNAL CONTACTS

Must have the ability to confer with Project Coordinators inside R/W as well as management and co-workers concerning the functions of this position. Considerable contact with headquarters accounting staff as well as with other staff statewide. Must have the capability of developing and maintaining rapport with other agents, and outside transportation partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35 pounds (files, boxes, laptops, projectors and cumbersome plans). Ability to file and work in a climate controlled office building under artificial lighting. Ability to develop and maintain cooperative working relationships.

Must be able to give oral presentations to gatherings of various sizes and at various levels of the Department and the public. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

Mental requirements include the ability to be flexible. Maintain cooperative working relationships, and remain, calm, patient, professional when dealing with the public and others on sensitive issues. Handle and respond to multiple tasks with ever changing priorities, processes and workload fluctuations. Maintain sustained and focused attention to detailed, complex and varying assignments in a busy work environment.

WORK ENVIRONMENT

While at the base of operations, employee will work in a climate-controlled office under artificial lighting. They will use a keyboard and video monitor for long periods of time as well as a telephone. Employees may also be required to travel.

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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
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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