

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	908-608 DISTRICT 08 MTCE ENGINEERING (E-FIS#2344)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	908-608-5393-XXX	

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 a Caltrans Senior Transportation Engineer, the Associate Governmental Program Analyst provides technical expertise, in a wide variety of administrative activities; recommends and participates in the administrative business management, fiscal, and public information policy; and guides, organizes and directs the administrative functions. The incumbent performs a wide variety of analytical services in tracking and managing the personal service dollars and operating expenses, Project Resource and Schedule Management System (PRISM), Zero Base Budgeting (ZBB), tracks project schedules and expenditures.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Serves as the Budget Manager for Highway Maintenance (HM) projects in District 8. Under Project Resource and Schedule Management (PRSM), allocate and manage necessary resources to individual task and unit. Independently identifies excess resource charges and develops solutions and takes action necessary to reconcile these charges. Exports data from PRSM and creates resource expenditure reports in Microsoft Excel. Reports include project schedule, hours, costs and funding information. Provides statistical information or project resource and construction cost. Independently evaluates and summarize expenditures by cost center. Prepares and submits detailed spreadsheet reports. Advises supervisor of potential problems and recommends options for resolving expenditure issues.
30%	E	Maintains ongoing report (checkbox) of construction expenditures on HM projects. Makes recommendations on balancing expenditures by fiscal year. Modifies encumbrances based on construct cost expenditures to maximize funds. Independently coordinates with District Budget Unit and Headquarters Maintenance on encumbrances. Uses Info Advantage and Datalink to extract and collect data to evaluate project expenditures and encumbrances.
10%	E	Coordinates regularly with other divisions within District 8 on project costs and schedules. Coordinates with Headquarters Maintenance on various budget related issues. Makes recommendations and participates in resolution process. Communicates with local agencies and cities and utility companies. Responsible for issuing and tracking payments made to various cities under Delegated Maintenance Agreements. Responsible for researching and resolving payment issues.
5%	M	Prepares and submits purchase requests (PR) and Miscellaneous General Accounting Expenditures (MGAXs) using Info Advantage. Coordinates with field and headquarters to prepare utility service requests. Prepares requisition (RQS)s for maintenance projects and purchases.
5%	M	Coordinates with the Construction Division for final pay vouchers, claims, installed inventory.

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. May act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

ABILITIES: Analyze administrative problems and independently adopt an effective course of action; reason logically and

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creatively; consult with and advise administrators and other interested parties on subject matter with the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; supplies and services; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; ability to use Microsoft computer applications, such as Word, Excel, Access and Power Point. Must have the ability to exercise good judgment and create rapport with both outside contacts and co-workers to expedite completion of projects, and must gain and maintain the confidence and cooperation of those contacted during the course of work.

ANALYTICAL: The position responsibilities require a high degree of analytical ability, with various programs constantly changing and the support resources changing with them. Incumbent must be able to analyze written and numerical data (and interpret such data into management reports), policies and directives. Must be able to assimilate and evaluate technical procedural input from legislation, federal regulations, department policies and budget decisions, program definitions to consider the impact of changes.

A. Knowledge of:

1. Principles of personnel management and employer-employee relations, and effective supervision techniques.
2. Advantage, Info Advantage and Data Link
3. Project Resource and Schedule Management (PRSM)
4. Zero Based Budgeting practices
5. Procurement Policies, Budgeting procedures, Fiscal management
6. Facility management
7. Laws, rules and regulations governing administrative practices in the California State service
8. Automated management information systems used to record, monitor and evaluate personnel, contract and material usage in field maintenance.
9. Staff Central Timekeeping Program
10. Emergency Management practices

B. Ability to:

1. Develop, Analyze and install new and revised methods and procedures.
2. Analyze administrative problems.
3. Analyze situations accurately and take effective action.
4. Plan, organize and direct the work of others.
5. Develop and maintain cooperative working relationships.
6. Communicate effectively, both in writing and verbally
7. Gather data, design and prepare tables, charts, and reports.
8. Independently interpret and use reference material
9. Multi-task and remain calm and effective in high stress/emergency situations

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Governmental Program Analyst is responsible for all administrative functions of the office. Consequences of decisions relate to the accurate and timely completion of all functions. Consequence of error-critical, incorrect data could impact the statewide maintenance information system, resulting in inaccurate accounts of work efforts, materials available and used, over expenditures, loss of purchasing or contract delegation; incorrect payment of wages or loss of employee benefits resulting in grievances and/or law suits; loss of life (highway emergencies); and inability to preserve the State highway facility through timely and appropriate maintenance activities.

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the contractor, public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the employee is expected to maintain a favorable public image for the Department and the State.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. The successful candidate must be able to interact well with employees and individuals from many different cultural backgrounds. Incumbent must also have physical ability to react quickly to errant motorist in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 85% of the time on a year-around basis. The remainder of the activity is labor.

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Lifting (Floor to bench to Floor) – Items up to 15lbs may be lifted (5%) of the time

Transport and/or Carry – Bagged/boxed material, which may weigh 0 to 15 lbs., must be transported and/or carried from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 15 lbs. (5%) of the time.

Overhead reaching – Overhead work includes filing (2%) of the time.

Other Reaching – May include filing, using computer keyboard, or telephone. (50%).

Pushing/Pulling – May include filing, using computer keyboard, or telephone. (50%).

Twisting - May include lifting, filing, using computer, or telephone. (50%) of the time.

Climbing/balancing – Climbing up and down banks, ladders, stairways.

Bending/Crouching/Squatting/ – The AGPA may bend, crouch or squat. (10%) of the time.

Simple Grasping – This activity is necessary about (95%) of the time. Writing and filing out paperwork or using a computer.

Fine Manipulation – This occurs (95%) of a day and usually while writing reports or manipulating the keyboard of a computer.

Importance of hearing and sight – both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely. Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention program Safety Manual.

Mental & Emotional - Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal tactfully and courteously with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert and aware at all times. Reason logically, draws valid conclusions, makes appropriate recommendations, and adopts an effective course of action. May need to determine amounts of materials and length of time to accomplish a job. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. This position must adhere to the customer service standards set by his/her unit and provide high quality service to both internal and external customers.

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WORK ENVIRONMENT

Works in an environmentally controlled Region Office, may be required to work outdoors for periods of time or in warehouse buildings with exposure to dust and dirt. Maybe requested to work overtime due to storms, emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

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