

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE <b>ASSOCIATE GOVERNMENTAL PROGRAM ANALYST</b>	OFFICE/BRANCH/SECTION <b>08-690 NORTH REGION MAINTENANCE</b>	
WORKING TITLE <b>SIGNAL &amp; LIGHTING COORDINATOR</b>	POSITION NUMBER <b>908-690-5393-XXX</b>	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 the general supervision of the North Region Maintenance Manager I, the Associate Governmental Program Analyst is the District's Signal and Lighting Coordinator. The incumbent is responsible for maintaining the computerized highway electrical inventory; maintaining computer files of district-wide single 'E' Numbers (Special Designation) for use by field electrical crews; processing Electrical Maintenance Agreements with cities and counties; and performing various complex administrative functions. The normal workweek is Monday through Friday, from 0630-1600, on a 9/80s schedule. This position is represented under collective bargaining. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup> 55% E	<p>The incumbent is independently responsible for the analysis and maintenance of the computerized Integrated Maintenance Management System (IMMS) electrical highway inventory. This is being done by comparing accurate information within the IMMS computerized database system and against Electrical Inventory information such as design plans, permits, cooperative agreements, Utility Service Request, Electrical Maintenance Agreements, information from field Electricians. As the sole account holder with rights to update and expire information in order to have the most up to date records within the system. Updating inventory may be done by analysis of major contracts, minor contracts and permits, utilizing information submitted by Construction Electrical via electrical service requests contained within these plans and submitting the information to data guidance using an inventory update form. Incumbent is responsible for reviewing documentation (design plans, inventory records, encroachment permits, cooperative agreements, Utility Service Requests) received from field personnel and determining type of assets and updating IMMS records and cross referencing local agency agreements. The incumbent will be responsible for updating Exhibit A's, which is part of the Electrical Maintenance Agreement, that specifies locations by county, route and post mile; what specific asset is by wattage; and percentage of cost that the local agency is responsible for. When a problem or discrepancy is discovered, problem solving will be required by researching of all available documentation as well as making contact with Caltrans Engineering Services, local utility company and/or local agency if necessary. Incumbent will make contact with all necessary parties to correct the discrepancy, present and advise of resolutions. Documentation received is researched for the necessary information so that inputs into IMMS regarding the asset, billing information and local agency agreements is accurate.</p>

The incumbent determines proper cost distribution of utility billing by researching and analyzing as-built plans of completed major or minor contracts, comparing these against an actual inventory of the assets completed by field personnel and accounting printouts; electrical facilities' turn-on/turn off records processed during construction and if necessary performs field review as needed to assure accuracy. Determines cost distribution by mathematical computation and whether other agencies (city/county) should share in the cost of electrical energy and maintenance for an installation and, if so, the percentage of that participation based on the configuration of the freeway or state highway for each responsible jurisdiction. Determines total accounting units at a service location and for each type of installation (i.e. highway lighting, etc.). This information is included in the Signal and Lighting Inventory and is used to trigger the computer billing for payment by cities and counties.

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- 25% E The incumbent maintains close control of all aspects of the computerized system for Utility Billing through Advantage by making all additions and deletions to the master file. Maintains all reports (Invoice/Cost Distribution Report, Release/Delete Activity Report, Utility Master File Listing, and Utility Payment Report) so that adequate local data is available; maintains direct contact with Accounts Receivable regarding billing adjustments due to incorrect entries on maintenance time sheets; advises Accounts Payable on correct Project ID charges for electrical energy accounts; maintains control of the Utility Billing System in Advantage by informing HQ Accounting of any changes in the expenditure authorizations and/or cost distribution on all electrical accounts.
- 15% E The incumbent updates Electrical Maintenance Agreements, adding new electrical assets; deleting removed assets, processes agreements at the request of cities/counties; advises Electrical Design and Oversight during drafting of Cooperative Agreements for new signal locations to insure correct distribution of cost sharing.
- 5% M The incumbent maintains the computer file of the 'E' Number Program for use by the Electrical Superintendent's office and field electrical crews; distributing monthly work schedules to supervisors and forwarding monthly status reports and LOS reports to Headquarters; researches maintenance records for traffic signal information and other data as requested by the Legal Department.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position has no supervisory responsibilities.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles and practices of general business management and modern methods of public and business administration; knowledge of various computer applications and operations, and of modern office methods; data entry procedures, data processing language, input and output documents, error entry recognition and correction; knowledge and ability to analyze electrical specifications and systems and ability to identify electrical data from contract plans and narrative description; ability to reason logically and develop effective actions and solutions and effectively present answers to city and county representatives in a sensitive and diplomatic manner; and purpose, organization, policies, procedures and functions of the Department of Transportation.

Requires the ability to use a variety of analytical techniques to resolve complex administrative or governmental problems, conduct administrative research, reason logically and creatively, and present conclusions in a clear and concise manner. Must be able to establish and maintain cooperative working relationships. This is an autonomous position and the incumbent must be able to work with minimal supervision.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out all aspects of duties in a professional manner in accordance with existing policy, procedures, rules and guidelines. Errors in judgment or behavior may lead to monetary loss to the State, substantial misunderstanding or embarrassment, or a breakdown in communication and loss of confidence and credibility between agencies.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has close and frequent communication with electrical companies, city and county representatives, and a wide variety of local and headquarters Caltrans personnel. Meets regularly with, and advises management on all aspects of signals and highway safety lighting.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent will be required to sit for long periods of time using a keyboard, mouse and monitor. Must be able to perform fine manipulation, occasionally stand for long periods; will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and on the telephone. The incumbent may be required to travel throughout the District and on occasion to various places throughout the State. Must be emotionally stable and be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines. The incumbent must be able to work independently, with a minimum of direction or oversight.

**WORK ENVIRONMENT**

The incumbent will work primarily in a climate-controlled office with artificial lighting and use a computer, keyboard, mouse and monitor, but may also be called upon to travel occasionally to meetings or to inspect inventory.

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