

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	DISTRICT 08/MAINTENANCE/SOUTH REGION OFFICE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	908-790-5393-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 Maintenance Area Superintendent, 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 will perform a wide variety of analytical services in tracking and managing the personal service dollars and operating expenses, supplies, Project Resource and Schedule Management System (PRISM), Zero Base Budgeting (ZBB), Damage Claims, and Personnel.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Updates Region statistics; extract and collate data from the Integrated Maintenance Management System (IMMS) Staff Central (TOPPS) Advantage/Info Advantage Systems and PRISM in preparation for statistical/cost analysis reports; troubleshoots problems associated with input done in the region, District Office and Headquarters. Independently researches and prepares narrative reports; independently responds to complaints and/or requests for information from various sources or using discretion and judgment, refers to supervisor for response; ensures that all Region reports and correspondence are processed in a timely manner. With minimal direction, independently reviews the preparation of contracts and Inter-agency Agreements required for Region operations; monitors to ensure compliance with policies and regulations. Receives, reviews, all requests from Superintendents and Supervisors for equipment and maintenance material purchases; leads staff responsible for determining purchasing method, preparing purchase estimates, obtaining bids and coordinating facilitation of bids with Region units for materials and minor equipment. Independently interprets, gathers, researches, and evaluates all necessary information to prepare budget packages for Region operations; reviews budget requests and recommends adjustments and deletions to conform with administrative policy and recommends on adequacy of budget justification; ensures that budget proposals are complete and in conformance with current budget instructions. As Region Fund Monitor ensures that procurement packages are submitted appropriately; maintains a record of budget allocations and Region expenditures, monitors all expenditures for the region; advises manager of potential problems and recommends options for resolving procurement allocation problems. The incumbent will insure all policy and procedure are implemented.
25%	E	Act as a lead and provide recommendations in the areas of personnel transactions, accounting, public information, reception, dispatching, mail and other services; updates duty statements, goals and objectives for administrative services staff; recruits, assist with interviews for selections of staff as needed throughout the Region.
15%	E	Develops training proposals for Region and Field staff; reviews field training requests to ensure compliance with departmental training policies and regulations; prepares training guidelines for "on-the-job" training and trains administrative staff. This includes provision of training to the various Superintendents and Supervisors at the South Region Maintenance stations. Region Liaison for policy interpretations in regards to routine and technical questions pertaining to policies, problems and concerns from the public, other agencies or departments (including external and internal), both written and verbal. This requires extensive knowledge of departmental rules, regulations and policies.

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| 15% | E | Independently analyzes current and past expenditures vs. needs as reflected in the current Level of Service Report, gathers, researches and evaluates all necessary information to work with Manager in preparing budget packages and five year analysis reports for the Regional sub allocations and operations. Reviews budget requests and recommends adjustments and deletions to conform with administrative policy and recommendations on adequacy of budget justification. Ensures that budget proposals are complete and in conformance with the current budget instructions. Analyzes and ensures that budget packages are submitted appropriately. Maintains a records of budget allocations and Region expenditures. Monitors all expenditures for the region; advises manager of potential problems and recommends options for resolving allocation problems. |
| 10% | E | Provide Management with factual information as requested to resolve employee work related problems and issues; this may include researching and providing written documents from Memorandums of Understanding; support documentation from Human Resources; policy and procedure, rules and regulations. |
| 5% | M | Provide reports to Support Unit in regards to Damage claim (loss reports) for processing and validation of documents when necessary. Serves on a variety of internal departmental as well as external advisory committees. |

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 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. Integrated Maintenance Management System (IMMS).
3. Advantage, Info Advantage and Data Link.
4. Project Resource and Schedule Management (PRSM).
5. Zero Based Budgeting practices.
6. Procurement Policies, Budgeting Procedures, and Fiscal Management.
7. Facility management.
8. Laws, rules and regulations governing administrative practices in the California State service.
9. Principles of accident prevention and safety practices.
10. Radio communication procedures and methods including emergency radio operation procedures.
11. Automated management information systems used to record, monitor and evaluate personnel, contract and material usage in field maintenance.
12. Staff Central Timekeeping Program.
13. Bargaining Unit 1, 4 and 12 employee contracts.

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14. 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. Effectively contribute to the Department's Affirmative Action objectives.
 6. Develop and maintain cooperative working relationships.
 7. Communicate effectively, both in writing and verbally.
 8. Gather data, design and prepare tables, charts, and reports.
 9. Independently interpret and use reference material.
 10. Multi-task and remain calm and effective in high stress/emergency situations.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent 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

The incumbent is expected to 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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. The incumbent 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. The 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%).

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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.

WORK ENVIRONMENT

The incumbent will work in an environmentally controlled Region Office and 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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE