

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 10/Administration/Cooperative Agreements	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Cooperative Agreements Coordinator	910-001-5393-XXX	

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 direction of the Chief, Administrative Services Branch (a Staff Services Manager I), the employee will act as the District's Cooperative Agreement Coordinator (CAC) in developing from draft to final cooperative agreement versions, tracking multi-functional review of the agreements, attending cooperative development team meetings, assuring that the Request Cooperative Agreement Form (RCA) or the Project Agreement Construction Tool (PACT) interview form is completed and maintained, and will act as the main contact between Headquarters' (HQ) Office of Cooperative Agreements and the District. In the capacity of the CAC, the employee will provide expertise on the process to implement cooperative agreements and will act as a resource to initiating functional units and local agencies. Duties include, but are not limited to the following.

TYPICAL DUTIES:

Percentage		Job Description
70%	E	Assist Project Managers (or other initiating functional unit project managers) and local agencies with developing and coordinating all aspects of cooperative agreements, including editing, processing, attending meetings, finalizing, and tracking agreements through closure or termination. The CAC will provide expertise on the required elements of a cooperative agreement utilizing the Project Agreement Construction Tool (PACT), and traditional formats.
20%	E	The CAC will attend statewide CAC meetings held by HQ Office of Cooperative Agreements Unit. The CAC will keep all information regarding cooperative agreements up to date and those affected informed. The CAC will maintain various databases of cooperative agreements and their status, and will attend regular status meetings as requested. The CAC may be required to attend PDT meetings and other meetings deemed necessary. The CAC will participate and serve on special committees as needed.
10%	E	The CAC will provide training on the cooperative agreement process to the District and to Local Agencies as needed. Prepare special reports and perform special assignments as required, and serve as committee member for committees established as it relates to the Cooperative Agreement process. As the sole District CAC, the CAC will develop and maintain a desk manual for the position. Act for Branch Chief in his/her absence and back up other units within the Branch as needed.

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

Must have knowledge of the Department's organization, departmental policies and procedures, and project management concepts as presented in various Project Management Manuals.

Must possess knowledge of computer software, including Outlook, Word, Excel, and Access. Must be able to maintain a database of cooperative agreements, including status, project manager, and project description.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Must have the ability to apply and effectively communicate this knowledge, verbally and in writing, on a consistent basis with regional and local agencies, consultants, and to various branches within the Department.

Must have the ability to apply negotiation skills during meetings, sometimes in difficult situations, to find the best solution for all involved by independently interpreting internal and external project information, and offering recommendations and solutions to all concerned parties. Must possess the interpersonal skills necessary to become an effective team leader.

Must have the ability to handle multiple priorities with minimal direction and to prioritize work load such that milestones and deadlines are satisfactorily met.

Must have the ability to document information as it relates to specific cooperative agreements, including organizing and arranging data to produce effective work products, preparing meeting minutes, having phone conversations, and utilizing email to accomplish your workload.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee is responsible for exercising a wide degree of initiative in aiding local agencies and the Department in obtaining cooperative agreement approvals. Errors, lack of knowledge, or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmed funds, non-delivery of projects, and could jeopardize working relationships between the Department and local agencies and other Departmental Units. Employee is responsible for his/her actions, decisions, quality of work and proper use of state time, equipment and material.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact and meet with local agencies, their consultants, and Department staff as needed to complete assignments. The contacts may be in person, by phone, email, fax or written documentation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employee may be required to sit for long periods of time using a keyboard and video display terminal.
- Must grasp the essence of new information and disseminate and incorporate that information as appropriate.
- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Must be able to organize and prioritize large volumes of varied documents.
- Must be able to concentrate in order to review and create documents and meet strict deadlines.
- Must be able to work cooperatively with Department employees, as well as local agency employees.
- Ability to resolve emotionally charged issues reasonably and diplomatically.
- Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.
- Be open to change and new information: adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles.
- Conducts oneself in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
- Values diversity and other individual differences in the workforce.
- Employee must be able to work alone and in a group environment.

WORK ENVIRONMENT

- While at their base operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning or with periodic energy saving power outage rotations, the buildings temperature and lighting may fluctuate.
- Employee will have a workstation in a cubicle.
- Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closings (both state and federal).
- Employee may be required to travel on occasion within the District and the State.

Possession of a valid driver's license and current defensive drivers certification are required.

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

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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
