

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	ADMINISTRATION-RESOURCE MANAGEMENT	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Project Control Officer	910-001-5353-007	11/1/12

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:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the supervision of the Chief, Office of Resource Management, a Staff Services Manager I, the incumbent is responsible for the District's Expenditure Authorization (EA/project ID) Program, monitors a portion of the District's support budget, acts as a lead Budget Analyst, trains other resource management employees in project control and budget activities, and protects the integrity of the AMS/Advantage system data for the district by ensuring the accuracy and proper funding.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

50%(E)	Independently exercises delegated authority and has full responsibility for approval and supplementation of Capital and Support Expenditure Authorizations (EA/project ID) via the computerized AMS/Advantage system. EA/project ID responsibilities include:
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Evaluating project and work schedules, developing a clear concept of propose work nature, scope, reason, physical relationship to other going and completed projects, etc.) determining proper funding source and program categories, and recommending alternatives if necessary to ensure EA/project ID accuracy and proper funding received.

Ensuring EA/project IDs conform to statures, approved budget and activity plans, management policies, and delegation of authority. Takes corrective action if documents do not meet established criteria.

Maintain EA/project IDs in proper status to ensure funding availability as projects progress through various phases, which requires monitoring of projects' status and adding, suspending and closing various phases of EA/project ID as projects progress.

Interpret complex cooperative agreements for participating local agencies. Calculate percentage ratios and split-outs to correctly appropriate the funding for the EA/project ID and request reimbursement authority when appropriate. Train other staff to back-up the Project Control function.

10%(E)	Purchase supplies and other items for the Program/Project Management Division. Communicate with vendors; prepare CPO document in AMS/Advantage, and receiving records. Ensure purchasing is in compliance with the Department of General Services and Caltrans Procurement rules and regulations.
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15%(E)	Monitors the district's Capital Outlay Support budget. Utilize AMS/Info Advantage and Excel to prepare expenditure reports for Capital Outlay Support program as well as for Program/Project Management Division. submit staffing reports to Headquarters Capital Outlay Support Program.
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7%(E)	Provides guidance and training to district staff on all matters pertaining to project financing methods, charging practices, EA/project ID policies and procedures, accounting coding requirements, delegation of district authority, and Federal Aid policies.
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7%(E)	Working with Program/Project Management, Accounting, and Project Managers in all programs to research and
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correct errors caused by project changes, incorrect charging, and to supplement EA/project IDs as necessary.

7%(E) Certify availability of district funds for purchases and contracts. Review allocations and expenditures on budget reports to ensure funds are available prior to certification and that proper coding of EA/project ID and object code is on each document. Encumber funds and disencumber funds as necessary.

4%(E) Lead analyst for annual cross-allocation negotiations with district and central region management for fiscal year resource needs. Prepare expenditure data for use in negotiations; submit resource requests to central region.

<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

None; will provide lead person guidance and direction to the one Associate Governmental Program Analyst and one Staff Services Analyst.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge of general business practices and the Department's operations relative to budgetary, accounting and administrative policies and control agencies. The incumbent must have knowledge of the legislative process, and policies and procedures of the programming process. Must be able to extract data from reports, manuals, and guidelines in order to analyze data, obtain requested information, prepare reports, and recommend procedures or alternatives.

Ability to communicate effectively both orally and in writing; develop and maintain collaborative relationships with internal and external customers; deal tactfully with Caltrans personnel since the EA/project ID function affects all operating departments in the District. work under extreme time constraints, prepare and deliver presentations to small and large groups; act in a lead capacity; prepare clear, concise reports with meaningful statistical data; be proficient in using a computer with programs such as Word, Excel, Access, Oracle, FileMaker Pro, etc., and demonstrate the capacity for assuming increasing administrative responsibilities.

This position requires the ability to analyze various situations that arise and determine an effective course of action. The incumbent must be able to prioritize workload to meet deadlines. Analytical skills are necessary in order to research and accurately apply appropriate laws, rules and policies and make sound recommendations.

Must have the ability to analyze and understand various documents pertaining to the expenditure authorization and budgetary processes. Must be able to prioritize workload to meet deadlines. Analytical skills are necessary in order to research and accurately apply appropriate laws, rules and policies and make sound recommendations.

Must have the ability to analyze and understand various documents pertaining to the expenditure authorization and budgetary processes. Must be able to analyze PYPSCAN, STIP, FEDSTIP, RTIP, ITIP, MPOs, STATUS, CTC Votes/Approvals, Accounting Manual, Cooperative Agreements, Project Reports, PSRs, Local Funded and Tax Measure Guidelines, Minor project candidate listing, policy memos, and Federal Highway regulations and relate them to allocations, programs, targets, and guidelines and recommend corrective action if necessary.

The incumbent must demonstrate a positive attitude and a commitment to providing excellent customer service in a professional manner. Must have integrity to handle money and to establish and maintain the trust and respect of district management

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is the district resource for all matters dealing with expenditure authorizations, federal highway applications, and cash management policies and must ensure compliance with all legal authorities of the Department and the delegations of authority from headquarters. Errors could result in the expenditure of funds which are not budgeted, or establishment of an illegal obligation. Errors can also result in delays and rescheduling of projects, loss of federal and capital revenues, jeopardize delegations, and ultimately affect project delivery.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent has daily contact with District Branch Managers, Project Managers, Project Engineers, Project Control analysts in other districts and HQ, and various other district personnel regarding matters relative to expenditure authorizations, federal fund requirements, and general district budget matters.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee will be required to sit for long periods of time using a computer keyboard and terminal, or while traveling in a vehicle; must have ability to develop and maintain cooperative working relationships; be a self-starter; respond appropriately in difficult situations; recognize emotionally charged issues or problems and respond accordingly. The incumbent must have sustained mental capability to follow policies and procedures. The incumbent may be required to move medium size boxes of material and packages from one location to another. This position requires patience and understanding when dealing with a high volume of requests from a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Must be able to develop and maintain the trust and respect of management and staff.

**WORK ENVIRONMENT**

Incumbent will work in a climate-controlled office under artificial lighting. The incumbent will also be required to travel to travel to other districts or HQ periodically for training.

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