

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Caltrans/D10-Programming and Project Management	
WORKING TITLE Project Analyst (Journey Level)	POSITION NUMBER 910-100-5393-XXX	EFFECTIVE DATE

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 supervision of the Project Management Support Unit (PMSU) Branch Chief, with specific tasks assigned by a Project Manager (PM), the Project Analyst (PA) performs the duties of the team expert on project schedule and resources by providing accurate and timely information to the multifunctional Project Development Teams (PDTs) and management and assists the PM in the delivery of the District's Capital program. This includes assisting, monitoring, and providing recommendations for improvements for all phases of the projects, beginning with Project Initiation Document (PID) through completion of the construction contract. The incumbent must have extensive knowledge in the use of computer applications, work breakdown structures, and processes related to the planning, scheduling, and status of projects in support of project management goals and objectives. The incumbent must also be able to manage multiple projects simultaneously, work independently to analyze and recommend solutions and/or improvements. Incumbent may be required to travel occasionally and may be required to work overtime during cyclical and/or peak periods. The incumbent may act as a lead person and provide lead direction over other PAs.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Works independently to develop, modify, maintain, and analyze more complex project resource needs. Provides detailed resource analysis of each project for estimates to completion (ETC) and estimate at completion (EAC) to the PM and PDT. Participates with the PDT and the PM in review, analysis, and evaluation of expenditure data; recommends allocation adjustments to the team; researches and responds to the project resource requests, incorrect charging practices and directs or redirects resources to accomplish project delivery. Coordinates and integrates communication with Functional Units, Task Managers and assists the PDT through all phases from Project Initiation through Project Closeout. This includes and is not limited to developing and processing project work plans, risk management plans, communication plans, financial plans/reports, change control documents, and various other documents. Maintains quality control and quality assurance throughout the project initiation, development, construction and closeout process. Has direct responsibility for assisting the PM manage project scope, schedules, and cost for both project capital and support costs estimates and providing updates. Works independently to develop, analyze, and interpret project data such as costs and schedules or resource allocations to identify possible conditions that may jeopardize project delivery and provides assistance and recommendations to the PM for necessary actions. Incumbent has the ability to resolve conflict by identifying project concerns and issues in a timely manner, managing them and/or elevating if unable to resolve directly. Coordinates project internal and external activities. Establishes and maintains open and clear communication. Presents in a professional and courteous manner to both our internal and external partners while providing outstanding customer service. Provides timely and accurate information about the project status to functional managers on a regular basis. Provides District management with timely and accurate information regarding project status on an as needed basis, including schedules and costs of project.
35% E	Works independently to develop and document information to be included in draft correspondence, reports, minutes and fact sheets. Responds to urgent requests from HQ and District management by immediately researching, gathering and analyzing the project information. Schedules all project related meetings, reserves rooms and equipment, prepares invitations and draft agenda, sets up displays and equipment and records meeting notes. Initiates, processes and monitors complex project management documents (Program Change Requests, Database certifications, resource update reports, work plan requests, support cost estimates, project schedules, PRSM input sheets), distributes to functional units, and monitors progress from approval through completion.

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15%	E	Performs more difficult or complex special assignments or studies requested by management. Prepares and/or coordinates the production of special statistical reports, charts or graphs in support of the Programming and Project Management Division. Develops training materials and assists with the presentation of PPM training needs. The incumbent may serve in a lead capacity performing such tasks.
5%	E	Travels to off-site meetings and project field trips and assists with presentations and taking notes.

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

This position is non-supervisory, however, the incumbent may act in a lead capacity and may be called upon to act in the absence of the supervisor for short periods of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have detailed knowledge of Caltrans' organization, departmental policies and procedures, the project development process, programming process, project management concepts, and engineering that pertain to the planning and design of transportation facilities. Incumbent must be able to independently interpret internal and external project information and offer solutions to management and the division, prepare technical correspondence and complete comprehensive reports for District management and HQ.

Incumbent must be able to effectively communicate orally and in writing with persons at all levels of HQ, District and Regional management and external groups, and must be able to apply and communicate this knowledge effectively on a consistent basis. Participates in project discussions in various formats, including PDTs, and demonstrates proficiency recording and processing professional meeting minutes in a timely manner, from draft to finalized version. Also responds to and initiates project-related communication with representatives of various internal divisions as well as external partners. Must possess ability to create, edit, and review professional-style correspondence, including emails, letters and memos.

Incumbent must have a thorough understanding of the Department's requirements to deliver projects on schedule and within budget. This understanding must include a sound technical knowledge of the requirements of other functional units involved in the project development process. Incumbent must also have the ability to plan and organize work, and must work effectively and efficiently with others towards a common goal of project delivery within scope, cost and schedule. The incumbent analyzes engineering estimates, PID scope proposals and programming documents for applicable information. Ability to analyze information for appropriate charging, scheduling and scope is necessary. The incumbent must have thorough knowledge of the entire project delivery process including the required interfacing with local agencies and the public and must possess the ability to anticipate technical issues and potential concerns with each project. The incumbent must also be able to analyze and interpret allocation and expenditure documents and be able to extract resource information from the capital project work plans as well as from expenditure reports.

Incumbent must have ability to effectively use PC-based software programs for presentation or database purposes. Must have a working knowledge of Project Resource Schedule Management (PRSM) and Open Workbench (OWB) software programs and experience extracting, evaluating and analyzing large quantities of data from various sources. Incumbent must have strong analytical skills and experience to evaluate existing processes and recommend process improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate action when managing project delivery issues. Incumbent must be able to anticipate problems and identify issues that may affect proposed scope, project delivery and/or cost including capital outlay support costs. Errors, poor judgment, or failure to recognize and communicate critical issues could result in missed deadlines, misuse of resource allocations, delay or lack of project delivery, loss of programmable funds and damage to the District's working relation with our customers.

PUBLIC AND INTERNAL CONTACTS

Requires interaction with people at all levels of the organization, local agencies, members of the public, and offices of members of the legislature. May attend public meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include sitting for long periods and daily use of a computer and telephone. Sitting may be in

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excess of 6 hours per day. Daily use of a computer may be in excess of 4 to 6 hours per day. Requires manual dexterity to operate a computer for preparation of project models, reports, and forms. May be required to move large and/or cumbersome plans, and/or diagrams from one location to another. Requires occasional bending, stooping, and kneeling. The location of meeting sites may necessitate traveling on long stretches of highway through urban and rural areas. Must be able to travel for sustained periods of time and/or on uneven terrain. Some terrain may cause the jostling of a vehicle occupant.

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional requirements include interacting with people at all levels of the organization. It is important to develop good working relationships and work with all in a cooperative manner. Requires the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to create a work environment that encourages creative thinking and innovation.

Must possess a valid California Drivers License.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work long hours, and vacations may be restricted during expected and/or unexpected peak workload periods. Visiting the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

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