

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst (AGPA)	11 / Administration / Resource Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Flexible Resource Analyst	911-007-5393-	

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 direction of the Staff Services Manager II, the incumbent performs a wide variety of complex analytical services overseeing in tracking and managing the personal service dollars, and operating expense for the District. Incumbent is responsible for developing, allocating, and monitoring the District support budget. This involves liaison with managers, unit resource representatives, HQ Program Managers, Budget Managers, and Personnel staff. Incumbent independently resolves charging or coding problems; recommends alternative solutions to funding shortfalls. Incumbent is held accountable for prompt and accurate work, along with customer service.

After two years in the assignment, the incumbent may be rotated to another AGPA position within the District.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	<p>Allocates and monitors the preparation and management of the operating expense, Personal Year's (PY's) and personal services dollars budget for the various Divisions. Develops reports by program and division to aid in monitoring operating expenditures and personal services dollars. Assists in the preparation of cross allocations by program to all district divisions by ensuring division needs are met to balance their workload. Administers the programs fiscal control of funds and financial projections by categories of expenditures. Assist managers with recommendations of spending alternatives in areas with no allocations or projected overspending. Develops, prepares and monitors monthly, quarterly and yearly reports utilizing various database accounting systems. Makes presentations with visual aids to Executive Staff, Resource Staff and others as needed. The incumbent is held accountable for prompt and accurate analysis of data, along with reporting information to the Deputies and others as requested. Ability to meet and report to the various Deputies.</p> <p>Back up for all funds certification. Back up for Enterprise Resource Planning Financial Infrastructure (EFIS) for the District.</p>
25% E	<p>Performs difficult work in a wide variety of consultative and analytical staff services assignments such as funding evaluations, database system analysis and budgeting as it relates to the various programs and divisions resources. Tasks may include: meeting with Division Chiefs and/or Resource Representative, and various departmental staff. Institutes, evaluates, and ensures audit compliance and monitors the execution of the program budgets in relation to actual expenditures. Analyzes support spending and participates in the financial analysis of individual programs by managing and monitoring budget by fund source. Forecasts estimates by examining expenditure trends to provide financial history.</p> <p>Develops, prepares, and monitors the District Overhead and Overtime charges for the various programs. Ensures labor charges are legitimate by tracking appropriate Expenditure Authorization's (EA's) and special designations. Provides monthly reports to District Divisions and upper management. Updates and manages the Budget Intranet site.</p>
20% E	<p>Assists in preparing responses to Headquarters. Takes the lead in special projects, makes recommendations and provides complete and accurate documents and/or reports for management review. Makes presentations to upper management as needed to include reporting budget/funding trends. This includes promoting communication and administrative support through</p>

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participation of Resource meetings and special task force meetings.

- 10% E Incumbent is part of the District recruiting program. This entails receiving and responding to requests from outside agencies to attend Career/Job Fairs, along with requesting District volunteers to help with various events. This also entails maintaining a calendar of events that are requested. Incumbent is also part of the Ambassador program for the District for new employees. Incumbent assists in maintaining, updating, monitoring, and reconciling the District staffing plans (Position Control). Incumbent will also help administer, organize, coordinate, and monitor the District's Engineering Rotation Program. Incumbent is held accountable for prompt and accurate work and must ensure all deadlines are met regarding hiring.
- 10% M Incumbent assists, trains, consults, recommends and provides guidance/expertise to the District Resource Committee comprised of Staff Services Analyst's and/or AGPA's from each District functional area. Recommend course of action in areas of staffing and charging. Responsible for various special projects requested from various Divisions within the District. Back up to other positions in Resource Planning and the Budgets office. Held accountable for prompt and courteous customer service along being a team player. Other duties which are not included above but are a part of the typical tasks of the class.
- 5% M Primary back up for Hiring desk. This includes but is not limited to the following: Process and complete Position Action Request Form packages. Assists Human Resources in the advertisement of vacancies, pre-screen applications, and format interview questions. Recruits, coordinates and meets with panel members prior to scheduled interviews. Retrieves interview results and work with HQ Personnel prior to final selection. Incumbent is back up to answer the District Hiring phone Line, ensuring voice mail is up-to-date and that messages are reviewed and responded to in a timely manner (within 6 to 24 hours of receiving).

<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

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- . General knowledge of data analysis and processing; in-depth knowledge of computer usage, development of usage, word processing and spreadsheets
- . Knowledge of the Departmental Administrative process
- . Knowledge of budget and accounting processes
- . Reason logically and creatively to resolve complex problems
- . Develop and evaluate alternatives
- . Analyze data and present information effectively in both written and oral formats
- . Effective interaction with managerial and professional staff
- . Gain and maintain the confidence and cooperation from others
- . Independently evaluate and implement policies and procedures
- . Effectively manage time while performing a variety of functions

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform in any aspect of the incumbent's responsibility could cause the expenditures of various funds not to be budgeted.

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## PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with personnel in Headquarters, in the District upper management and staff.

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There is also some contact with the general public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent is required to operate a Personal Computer Workstation and various software applications, filing, phone communications and other office-related duties. He/she should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. He/she may be required to handle several issues at a time and should be able to prioritize tasks as necessary. He/she must grasp technical information, formulate effective strategies to implement new technology, and foster a work environment that encourages creative thinking and innovations. The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner. This position may require independent travel for State business.

**WORK ENVIRONMENT**

The base of operation will be in the District Office. While in the office setting he/she will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard.

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