

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	11/ Administration/Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Budgets Support- Fund Certification	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 the direction of the Budget and Resource Manager (Non-Capital), a Staff Services Manager I, the incumbent will perform administrative duties in support of the Administration Division, including Fund Certification, Monitoring Operating Expenses, Lag Encumbrances and uses the Enterprise Resource Planning Financial Infrastructure (EFIS) accounting system database to create various reports and projects. Incumbent receives direction from the Budget and Resource Manager (Non-Capital) on the most critical issues; however, acts independently on routine and complex matters and has authority to independently recommend action to Headquarters and District management.

After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District based on District needs.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	<p>District Fund Certification Desk – Certifies funds for Purchase Orders, Architectural &amp; Engineering (A&amp;E) Contracts, Standard Agreements, Service Contracts, Damage Claims, Material Supply Orders, etc. Assists the District Resource committee members with coding definitions. Incumbent is independently responsible for the analysis of accounting data to assist in providing certifications of funds for purchase orders, advising management of forecasted expenditures relative to budgeted expenditures and encumbrances, identifying significant trends and making comparisons to previous accounting periods. Identifying accounting problems and recommending alternative solutions compatible to State and Department regulations, policies and procedures.</p> <p>Responsible for establishing and maintaining liaison with District Resource Committee members and Budget Managers to ascertain their need for accounting data and for identifying possible ways of using that data for assisting districts and divisions for management purposes. Responsible for identifying changes in the operating programs which affect the accounting operations.</p> <p>Incumbent is responsible for disencumbering funds from a Contract (CT) or Task Order (TO). CT documents include Purchase Orders (PO), Lease Agreements, Standard Agreements, Cooperative Agreements and Services Agreements under \$5000.00. Incumbent is responsible for accounting lines to agree and clearing any/all error messages that may occur in Advantage.</p> <p>Incumbent must be familiar with program and project contracts as it relates to Master Agreements (MA). Incumbent is responsible for reviewing and advising the District Budget Manager of all modifications to CT documents in Advantage.</p> <p>Incumbent is responsible for creating and maintaining district expenditure, encumbrance and allocation reports from Info Advantage.</p>
35% E	<p>Monitor Operating Expenses / Personal Service Dollars– Responsible for monitoring District's Operating Expense dollars by program and division. Track expenditures and encumbrances on Excel spreadsheets. Assists managers in resolving expenditure problems. Prepare detailed budget reports by fund source, program and category to assist managers in support budget monitoring. Responsible for Cash Management Requests. Responsible for tracking A&amp;E contracts by various fund types by providing monthly reports to the Consultant Contract Manager</p>

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and Budget Manager.

15% M Develop and maintain various reports, spreadsheets and logs utilizing EFIS accounting system. Responsible for analyzing and monitoring data and reporting to District Budget Manger.

<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

The incumbent must have basic knowledge of the budget process and accounting codes. Must be able to gather, analyze and tabulate data and prepare computer-generated reports. The incumbent must have basic knowledge of District policies and procedures and the State Administrative Manual. The incumbent must have the ability to communicate effectively orally and in writing. Must work cooperatively with co-workers and management. Must have the ability to use Microsoft computer applications, such as Word, Excel, Access and PowerPoint.

Incumbent must be able to independently identify and analyze problems and issues; possess the ability to reason logically and creatively; make appropriate recommendations; carry out administrative research; gather, tabulate and analyze statistical data and present it in an understandable, usable form; consult and deal effectively with management and other staff.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment and analysis could affect budgeting, training, personal management and general work activities, which would have a serious adverse effect of the operation and function of Administration and cause delays to and create poor working relations with other district branches and Headquarters. 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 to meet the requirements of the District's mission, vision and goals.

Incumbent is held accountable for accurate and prompt analysis of data and deliver customer service in a courteous and professional matter.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent interacts on a daily basis with Budget staff, resource representatives, supervisors and accounting employees.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to maintain mental focus and productivity in a very busy, somewhat hectic environment. Incumbent will deal with many individuals of all levels within the divisions who may not willingly comply with various policies. Incumbent must be able to maintain a productive emotional state and apply energies productively during working hours.

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### WORK ENVIRONMENT

The base of operation will be in the District Office. While in the office setting incumbent will be working in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise levels need to be controlled at low levels. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. The position may require sitting for long periods of time at a keyboard.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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)

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SUPERVISOR (Signature)

DATE