

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	11/Administration/Resource Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Control Officer	911-007-5393-xxx	

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 District Budgets Manager, a Staff Services Manager I, the incumbent serves as the Project Control Officer and assists the Budget Manager in monitoring portions of the District's capital and support budget. The incumbent will serve as a backup for all financial aspects of cooperative agreements as the Reimbursed Programs Coordinator. Incumbent is held accountable for prompt and accurate work, along with customer service.

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) ¹	
40% E	<p>Project Control – Ensures that all necessary Expenditure Authorizations (EAs) for support and capital expenditures are prepared and approved correctly in a timely manner. This is accomplished through: (1) evaluation of project and work schedules and the use of judgment based upon past work history to determine when EAs must be initiated; (2) development of clear concept of proposed work (including nature and scope of work, reason for work, physical relationship – if any – of work to other going and completed jobs; (3) consultation of numerous guidelines and definition of funding and program categories. Responsible for monitoring District expenditures for all EAs in District Activity Plan, updates EAs in the District Activity Plan file to display added or deleted effort; and (4) analysis of work concept relative to data developed in above consultations to determine proper funding and program categories, proper work method and necessary internal EA edit process. After this effort, incumbent expresses conclusions in the form of a fully coded and completed EA proposal.</p> <p>Independently exercises knowledge and judgment in approval and supplementation of Capital and Support expenditure authorization.</p> <p>Serves as Headquarters Accounting liaison to establish and review for accuracy EAs submitted by various divisions to include Right of Way phases.</p> <p>Evaluates project and work schedules, develops a clear concept of proposed project (nature, scope, reason, physical relationship to other ongoing and completed projects, etc.), determines proper funding sources and program categories, and recommends alternatives if necessary to ensure EA accuracy and proper funding received.</p> <p>Independently determines if EAs conform to statutes, approves budgets and activity plans, management policies, and delegation of authority. Takes corrective action if documents do not meet established policy.</p> <p>Maintains EAs to ensure funding availability as projects progress through various development phases. This requires monitoring of projects' status (via contact with project engineers), and adding, suspending and closing various phases of EA as projects progress.</p> <p>Ensures cash management requirements have been met, which requires diligent oversight and good communication with project engineers. For capital funds, incumbent must ensure split</p>

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financing for more than one fiscal year to protect funding needed for projects. Consequence of error is loss of funds, projected from \$50,000 to several hundred million dollars.

Attends monthly Status meetings to obtain and convey information as it relates to the projects.

20% E Fund Analyst – Analyzes State Transportation Improvement Plan (STIP), Person Year and Project Scheduling and Cost Analysis (PYPSCAN), Program Management Control System (PMCS) and various other systems for definitions of funding and program categories to ascertain that fund source expenditures compare to EAs. Responsible for the activity plan to determine all EAs are properly allocated; updates EAs in District Activity Plan file to display added or deleted effort.

10% E Reimbursed Project Consultant - Maximizes federal reimbursement on all project development work in the District. This is accomplished by evaluation of all projects that appear in various versions of the STIP. Comparison of the nature of physical limits of these projects with federal reimbursement made on the individual project, and informing Program Management Branch staff of the need to initiate requests for federal reimbursement where appropriate.

Acts as financial advisor/consultant to District staff and local authorities for specially funded projects.

Ensures that all expenditure authorizations for cooperative agreements, reimbursed work and Minor B projects are prepared and processed correctly in a timely manner. This includes inputting into the Expenditure Authorization System/Capital Outlay Monitoring System (EAS/COMS) and monitoring of expenditure authorizations in Transportation Accounting and Management System (TRAMS). Also inputs adjustments to expenditure authorization at the request of Accounting and Headquarters Budgets.

Monitors, researches and analyzes allocations and expenditures for the Minor B program. Certifies funds on Minor B contracts. Closes out and reverts funding on Minor B projects.

10% E Major Maintenance Budget Liaison – Certifies, amends and tracks maintenance expenditures, Maintenance Contract Checkbook and meets monthly with the District Maintenance Engineer. Serves as the consultant to establish and certify funds.

10% E EA Analyst – Assists District Managers in reducing improper charges to EAs by reviewing charge reports and advising supervisors whose employees appear to be making improper charges. This is accomplished through development of an understanding of how various types of work are accomplished within the organization, analysis or charge reports for likely improper charges and discussion or charges with supervisors who are responsible for the work.

10% M Budget Analyst – Provides guidance and training to district personnel on all matters pertaining to work financing methods; charging practices, EA policies and procedures, accounting coding requirements, delegation of district authority, federal aid policies, and cash management practices. Responsible for various special projects requested of the Unit. Back up to other positions in Resource Planning and Budgets office.

Serves as primary back up to the Cooperative Agreements/Project Control desk. This includes interpreting complex cooperative agreements for participating local agencies and accurate financial assessment within Caltrans. Calculates and translates agreement into percentage ratios and split-outs to correct appropriate funding of the EAs associated with the cooperative agreement. Serves as back up in analyzing cooperative agreements during draft and final stages for financial compliance with current policies. Serves as a back up in working with a transportation engineer in the development of terms for cooperative agreements.

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 does not supervise other employees. Incumbent may provide guidance and information to all levels within

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Caltrans.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of the Department's operations relative to budgetary, accounting and administrative policies and control agencies. Incumbent must have knowledge of the legislative process, Federal Highway Administration (FHWA) Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), legislation, policies and procedures and 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.

Must have the ability to utilize computer technology to process EAs and reports needed for making decisions on complex transactions.

Incumbent must have knowledge of public and business administration principles, including organization, fiscal management, administrative analysis, budgetary procedures, modern office methods, forms and equipment and functions of the Department of Transportation.

Must possess ability to analyze administrative problems and adopt an effective course of action, establish and maintain cooperative working relationships, communicate and write effectively, and demonstrate the capacity for assuming increasing administrative responsibilities.

Must have the ability to analyze and understand various documents pertaining to the expenditure authorization and budgetary process. Must be able to analyze State Transportation Fund (STIP), Federal Statewide Transportation Improvement Program (FSTIP), Regional Transportation Improvement Program (RTIP), Metropolitan Planning Organization (MPO), State Highway Operation and Protection Program (SHOPP), Status of Projects Report, California Transportation Commission (CTC) Votes/Approvals, Accounting Manuals, Cooperative Agreements and Local Funded and Tax Measure Guidelines, Candidate Listing, A-memos, policy memos, and federal highway regulations and relate them to allocations, programs, targets, and guidelines and recommend correction action if necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is the District resource for matters dealing with expenditure authorization and reimbursed programs. Incumbent must ensure accuracy and 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. Errors can also result in delays and rescheduling of projects, loss of federal and capital revenue jeopardize delegations and ultimately affect project delivery.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with District Branch Managers, Project Managers, Project Engineers, Project Control Analysts, and various other district personnel regarding matters relative to expenditure authorizations and federal fund requirements. Position requires daily contact with local agencies relating to cooperative agreement issues.

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. Incumbent should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. Incumbent may be required to handle several issues at a time and should be able to prioritize tasks as necessary. Incumbent 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/external contacts in a professional and courteous manner. This position may require independent travel for State business. 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.

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. 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

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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