

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 11/Administration Division/Resource Planning	
WORKING TITLE Budget Analyst/Position Control/Hiring Liaison	POSITION NUMBER 911-007-5393-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 direction of the District Resource Management Branch Manager, a Staff Services Manager II (SSM II), the incumbent prepares and processes hiring packages and handles personnel matters for the District. Performs a wide variety of analytical services in tracking and managing the positions for the District. Works independently to resolve Program Funding Code issues and monitors District position allocations by Program; recommends alternate solutions to position staffing shortfalls. Accountable for prompt and accurate work and attention to detail, along with courteous and prompt customer service.

After two years in the assignment, the incumbent may be rotated to another Associate Governmental Program Analyst (AGPA) position within the District.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
55% E	Maintain, update, monitor and reconcile the District staffing plans (Position Control). Establish and change positions continuously based on vacancies, promotions and hires. Review and control all District Position Action Request Forms (PARF) documents, Leave of Absence, Out of Class Assignments and Separations.
	Prepare detailed monthly updates to various staffing plan databases for use in Headquarters (HQ) Program, HQ Personnel and District Program position monitoring. This requires development of a wide variety of highly technical and complex monitoring systems to adequately perform budget analysis for the development and administration of each Division's budget.
	Compile interview packages, determine screening needs, set up interview rooms, coordinate with the various panel members and submit questions for review and approval by the SSM II. Submit advertisements for mass mail, accepting applications, and checking for eligibility. Ensure all back up documentation and other hiring material are in order and complete.
25% E	Allocate and monitor the District operating expense and personal service dollars by program, through judgment of needs based on historical expenditures and current priorities. Make recommendations of spending alternatives in areas with no allocations or projected overspending. Prepare and distribute detailed current budget reports by fund source and program to assist managers in support budget monitoring.
	Assist the District Resource Manager with research expenditures and trending, prepare special reports, charts and graphs using various accounting databases for the District Director and Managers. Meet with Managers as needed to resolve position control related issues.
	Perform confidential and sensitive assignments such as providing assistance and support to Division Managers for timely processing of employee development and disciplinary documentation forms, files and records. Facilitate all related activities and events such as the development and management of a tracking process for supervisor's timely completion of Employee Probation Reports and Individual Development Plans (IDP's).

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| 15% | E | Provide guidance/expertise in regards to position control to the District Resource Committee comprised of Staff Services Analysts and AGPAs from each District's functional area. Recommend course of action in areas of staffing and charging. Must have understanding of the District charging practices including cost center and source unit establishment. |
| 5% | M | Coordinate, track, and review identified transfers resulting from the District's Engineering Rotation Program and consult with management to identify necessary changes. Work with District staff and with HQ Recruitment staff to register for recruitment events, track the events for quarterly reports, coordinate with purchasing of recruitment materials and ensure materials are up to date. Responsible for answering the District Hiring Line, providing direction and guidance in regards to the hiring process, 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). |

Act as back up to other positions in Resource Planning and the Budgets office.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

KNOWLEDGE: Principles and methods of public and business administration, including organization, fiscal and personnel management; administrative analysis; principles and practices of general business management; budgetary procedures and safety practices; organization and the functions of the Department of Transportation; knowledge of a variety of analytical techniques to resolve complex administrative problems; methods and techniques of effective team leadership; knowledge of Microsoft computer applications. This administrator will require a general knowledge of administration processes as well as knowledge of business administration and support services, such as office management, personnel and management analysis, data gathering and report writing. Must reason logically and creatively and have a working knowledge of personal computers and a variety of software programs.

ABILITIES: Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrator and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; estimate and budget for future needs and cost of personnel, space, equipment, supplies and services; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; ability to use Microsoft computer applications, such as Word, Excel, Access and Power Point. Must have the ability to exercise good judgement and create rapport with both outside contacts and coworkers to expedite completion of projects, and must gain and maintain the confidence and cooperation of those contacts during the course of work.

ANALYTICAL: The position responsibilities require a high degree of analytical ability with various programs constantly changing and the support resources changing with them. Incumbent must be able to analyze written and numerical data and interpret such data into management reports, policies and directives. Incumbent must be able to assimilate and evaluate technical procedural input from legislation, federal regulations, department policies, program definitions and budget decisions - then consider the impact of changes and develop and recommend a course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Due to the nature of hiring and sensitive issues, the incumbent is responsible for maintaining confidentiality and professionalism at all times. Proper documentation is essential. Inability to do so could result in loss of credibility and legal action against the department. Independent action and initiative in carrying out regular duties and assuring the appropriate resources are allocated, controlled and adjusted as necessary. Error in judgment or decisions could place the District in violation of constitutional and statutory constraints on the use of resources which are derived from user taxes, fees, federal funds, etc. This could cause loss of the use of appropriated funds or delegation. At a minimum, the consequence could be financial embarrassment to the Department with poor fiscal recommendations affecting the ability

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of the District to deliver its approved program and the resulting inappropriate expenditure of time and dollars.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts both on the phone and in-person on a daily basis with resource representatives, supervisors, Deputy District Directors, HQ Program/Budget representatives, Personnel employees and the general public. Contacts may include sensitive technical funding or personnel issues, which require tactful dialogue when representing the District.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to operate a PC 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 and formulate effective strategies to implement applicable funding resources. 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. Incumbent should also possess the ability to maintain a calm and professional demeanor when working with candidates during the interviewing process. 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 coworkers. 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
