

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/Branch/SECTION District 11/Resource Planning/Budgets Office	
WORKING TITLE Administration Resource Analyst	POSITION NUMBER 911-007-5393-017	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 direction of the Budget Manager, a Staff Services Manager I, the incumbent performs a wide variety of analytical services including tracking and managing the personal service dollars and operating expense for the Administration Division, as well as monitoring the Administration Program. Incumbent is held accountable for prompt and accurate work, along with providing a high level of customer service.

The incumbent may be rotated to another position within the same classification within the District based on District needs.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% E	Oversees the preparation and management of the operating expense and personal services dollars budget for the Administration Division. Develops reports by program and branch to aid in monitoring the operating expenditures and personal services dollars. Assists the District Budget Manager in the preparation of allocations for the 50.10 program to division branches by ensuring needs are met to balance workload. Administers the programs fiscal control of funds and financial projections by categories of expenditures. Develops, prepares and monitors monthly and quarterly reports utilizing the Enterprise Resource Planning Financial Infrastructure (E-FIS). Reviews, recommends and implements procedural changes and/or enhancements and advises Supervisors and Management on financial decisions.
	Determines the method to purchase items, such as office supplies, and contract services according to the Purchasing Delegation. Uses the Accounting Manual to apply the necessary coding for each purchase such as object code, project code and reporting code. Manages and approves the funding for each purchase in accordance with the District allocation. Develops and maintains priority lists for non-expendable equipment, software, and other operational necessities. Monitors encumbrances/disencumbrances, updates organization charts for the division, reconciles Position On Board (POBE) with the Division, and acts as the Training Coordinator for the Division.
	Acts as liaison to Administration Supervisors, responds to billing or payment questions and communicates with Supervisors and their staff for invoice format requirements from Headquarters and required back-up documentation.
	Prepares and processes 50.10 Program Support Adjustments a in a timely and accurate manner. Submits expenditure adjustments of support encumbrances, including lag encumbrances, contracts and purchase orders to the Division of Accounting through Advantage workflow. Monitors expenditures to ensure they remain within the allocations of the 50.10 Program.
20% E	Performs a wide variety of consultative and staff services assignments using E-FIS to review funding expenditures for varied Divisions within the District, ensuring expenditures are charged appropriately and within allocation. This includes meeting with Division Chiefs and/or Resource Representatives, as well as various departmental staff. Makes recommendations to support spending and participates in the financial analysis of individual program areas by managing and monitoring these budgets by fund source. Forecasts and projects estimates by examining expenditure trends to provide financial history to Supervisors and Managers.

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| 15% | E | Prepares responses for review by the District Budget Manager to Headquarters on Administrative Program inquiries. Acts as lead on special projects, makes recommendations and provides complete and accurate documents and/or reports for management review. Makes presentations to upper management, reporting budget/funding trends. Promotes communication and provides administrative support through leadership of monthly Resource meetings and special task force meetings. Monitors Facilities Operations spending to ensure the division stays within yearly allocation. Attends Monthly Resource Meetings and assists, trains, consults, recommends and provides guidance/expertise to the District Resource Committee comprised of other administrative staff from each District functional area. Recommends course of action in areas of staffing and charging, where necessary. |
| 15% | E | Develops, prepares, and monitors the District Overhead and Overtime charges for the Administration Division. Ensures these labor charges are legitimate by tracking appropriate projects and special designations. Provides monthly reports to Deputy District Director, Administration and upper management. Compiles and prepares the Records Management Report for the Administration Division.   |
| 15% | M | Responsible for various special projects requested of the Unit. Acts as back up to other positions in Resource Planning and the Budgets office. Processes and monitors Travel Advance and Travel Expense Claims (TECs), Travel Coordinator for the Executive Office, Cal-Card holder, Utility expenses, Landline/Cell phone and any other activities involving the Division. Coordinates Administration Division cubicle moves, catastrophic leave requests and copier maintenance and repair.   |

<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

The incumbent acts as a leadworker assigning tasks and providing guidance and training.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; consult with and advise administrators 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; analyze data and present ideas and information effectively in both written and oral formats; resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; and use Microsoft computer applications, such as Word, Excel, Access and Power Point. The incumbent must be able to identify problems and issues, develop and compare alternatives, and provide sound guidance to management.

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.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequence of error or inability to perform any aspect of the incumbent's duties could cause the expenditures of various funds not to be budgeted and may have adverse effect on the Division of Administration's ability to meet the requirements of the District's mission, vision, and goals.

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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. There is also some contact with the general public.

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### 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

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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