

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	D11 - Program/Project Management (PPM) Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Manager Associate - PMCU	911-100-5393-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 direction of a Staff Services Manager I, within the PPM Project Management Control Unit (PMCU), the Project Manager Associate (PMA) will provide assistance to Project Managers on complex transportation projects. This includes the management of project schedules, funding, and programming. The incumbent will independently perform varied and complex professional-level analytical and technical support to develop, administer and monitor each phase of the project development process. The incumbent will provide professional expertise while working with local, Federal and other governmental agencies to secure and track funding for various District 11 projects.

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	
70% E	<p>Assist Project Managers in the management of a broad range of project management duties. Prepare project management reports, correspondence, and documentation. Gather, retrieve, interpret, report, and provide recommendations on existing and projected project data related to scheduling and budgeting.</p> <p>Assist in the production of project control activities. Obtain and track construction funding for the district's capital program including Fund Requests, Supplemental Fund Requests (G-12), Emergency Allocations, and Supplemental Vote Requests.</p> <p>The products produced shall be financial and project management reports using various computer applications including Advantage Management System (AMS), California Transportation Improvement Program System (CTIPS), Project Resource and Schedule Management (PRSM), Project Management Control System (PMCS), Office of Engineer Database (OE), Federal Aid Data System (FADS), Financial Management Information System (FMIS), Project Management Support Unit's databases, the internet, and other outside resources to electronically retrieve project specific information. Prepare complete/accurate documents and make recommendations as applicable to project management.</p> <p>In coordination with Project Managers, assist in identifying the need for and processing of Project Change Request's (PCRs) to communicate significant scope, cost or schedule changes to Headquarters PPM Division. Accurately apply PCR Directives to project budgeting and programming. Assist in preparing responses to HQ by utilizing funding databases, the internet, and other outside resources.</p>
15% E	<p>Meet quarterly with Project Managers to discuss their project's cost, scope, and schedule. Communicate the outcome of those discussions through a financial evaluation report that is sent to Project Managers and Managers.</p>
10% E	<p>Participate in efforts to improve the effectiveness and efficiency of Program/Project Management in District 11 including, but not limited to, providing peer-to-peer training on business processes.</p>

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5% M Attend project development team meetings, assist Project Managers in responding to internal/external project requests, maintain project documentation, and ensure the accuracy of information within PRSM and other project management databases for all assigned projects.

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. May act in a lead capacity over entry-level staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires an in-depth knowledge of personal computers and software applications such as the Microsoft Office Suite, PRSM, CTIPS, PMCS, AMS Advantage, FADS, FMIS, the internet, the intranet, Office of Engineering Database, and Adobe Acrobat.

Knowledge of project management concepts and the project development process is also required to the extent that the raw data reviewed can be conceptualized into project budget activities and goals. The incumbent should have the ability to prepare technical correspondence and comprehensive reports using math to calculate percentages, averages, and expenditure projections.

Time management skills are critical on multiple levels. Data required will come from a multitude of sources that must arrive prior to the report deadlines so the incumbent must also manage the sources of the data to the point that they can be assured of receiving critical information. The incumbent must be able to meet task assignment deadlines in order to ensure that sequential, supporting deadlines will be met.

The incumbent should be able to communicate effectively both orally and in writing. The incumbent should be able to work independently while exercising good judgment and independent initiative. Accuracy is vital to this position. The incumbent must be able to validate and perform quality assurance for the products produced.

The incumbent should also be able to work productively and collaboratively with staff across all divisions, all professional groups, and management to communicate business processes and provide peer-to-peer training for entry-level staff.

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 sound judgment. The consequence of error or inability to perform any aspect of the incumbent's responsibilities may have an adverse effect on the unit's ability to meet project cost, scope, and schedule commitments and ensure compliance with state and federal funding requirements.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent communications with project and functional managers throughout the district as well as headquarters staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to operate a personal computer workstation and various software applications, file, communicate by phone, and perform 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. Deadlines will, at times, be short. For some staff, this may create stress, so the incumbent must have effective, non-disruptive ways of dealing with the stress created by multiple priorities and deadlines to complete the assignments.

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 internal and/or external contacts in a professional and courteous manner.

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This position may require independent travel for state business. Possession of a valid California driver's license is required to operate a State vehicle.

Consistent, predictable attendance is a job requirement.

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. The 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