

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst (AGPA)	District 11/SR 76/I-5 North Coast Corridor/TransNet	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TransNet Financial Analyst	911-208-5393-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 the TransNet Program Manager, a Staff Services Manager I, the Associate Governmental Program Analyst will be the single focal point of contact for all financial data for corridor projects sponsored via the TransNet program. The incumbent is responsible for compiling and analyzing complex financial data and information used to manage and report on the District's activities on the TransNet Program and projects.

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

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
55% M	<p>Financial Information Management: Independently gather, retrieve, interpret and report on all programmed, planned, and actual project data on assigned TransNet program projects.</p> <p>Using various computer applications, including Caltrans and San Diego Association of Governments (SANDAG) accounting systems (Enterprise Resource Planning Financial Infrastructure (EFIS) and OneSolution), and project scheduling tools such as the Project Resource and Scheduling Management program (PRSM) to retrieve project specific workload. Gather programmed, allocated and expended funding for all capital project phases by various criteria, including fund type, fiscal year, contributor and category. There may also be costs associated with external agreements such as cooperative, utility, railroad, and highway improvement agreements that must also be monitored and reported. Advise manager of potential problems and recommend actions for resolving.</p> <p>Identify and locate other critical information that resides in various capital outlay project databases that would be critical to successful reporting on the TransNet program, including project programming databases (California Transportation Improvement Program System (CTIPS) and ProjecTrak) and federal funding databases (Federal Aid Data System (FADS) and Fiscal Management Information System (FMIS)).</p> <p>Expected work products shall be financial reports, charts, and graphs. Multiple presentation methods will be used to communicate effectively to the broad audience requiring this information. The information will also be used to make regional programming decisions and request Federal and Local project approval.</p>
20% E	<p>Communication: Communicate effectively with Project Managers, Corridor Directors, external clients (SANDAG Program Managers, financial staff, and citizen advisory groups), and other internal functional staff regarding project cost, scope, and schedule on a monthly basis.</p> <p>It will be necessary to extract critical information from various professional staff. These staff will not necessarily have a financial background. The incumbent must be able to "translate" financial language into engineering, environmental, right of way, and other technical jargon. It will be critical in this assignment to confirm that all staff are using the same knowledge for the foundation of critical financial information influencing project scope, programmed amounts, expenditures, schedules, and planned activities.</p>

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A consistent challenge will be communicating the critical significance of requested responses and deadlines from the various functional managers and/or staff in order to meet program deadlines. It will also be necessary to effectively identify and communicate financial or financial business process information that may impact the critical path for project delivery. This requires extensive knowledge of Department rules, regulations and policies.

- 15% E Coordination: Coordinate all financial changes for the assigned corridor. This will include the Annual and Mid-Year updates (as needed) of the Capital Improvement Program (CIP) process, Regional Transportation Improvement Program (RTIP) programming cycles, Federal Financial Plans, and Transportation Commission reports.
- 10% M Participate in various Caltrans meetings where projects are discussed and extract the critical information that influences project cost, scope, and schedule.

<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, but may act in the lead capacity in financial issues over less experienced staff or as the lead for special projects.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

#### Knowledge:

Computers – Knowledge of personal computer hardware and software, including, but not limited to, Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Oracle, FileMaker Pro.

Mathematics – Knowledge of business math & applications, including calculation of percentages, averages, and expenditure projections.

English Language – Knowledge of the structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.

Customer Service – Knowledge of principles and processes for providing customer service. This includes assessing customer needs, meeting quality standards for service, and evaluation of customer satisfaction.

Laws, Policies, Regulations and Procedures – Knowledge of laws, policies, regulations and procedures related to transportation project financing, project management concepts and the Caltrans project delivery process. This includes Project Management Directives.

Information Systems – Knowledge of purpose and function of Caltrans systems and software including California Transportation Improvement Program System (CTIPS), Project Management Control System (PMCS), Enterprise Resource Planning – Financial Infrastructure system (E-FIS) (American Management System & Info Advantage), and the Office Engineer Database.

Director's Policies and Directives - Knowledge of Caltrans' Director's Policies and Directives and the employee's role relative to such policies and directives.

#### Skills:

Active Listening – Paying full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Speaking – Talking to others to convey information effectively.

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**Writing** – Communicating effectively in writing as appropriate for the needs of the audience. The ability to prepare technical correspondence and comprehensive reports, charts, graphs and other visual aids to communicate project financial issues is essential.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions and approaches to problems.

**Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Judgment and Decision Making** – Considering the risks and relative costs and benefits of potential actions to choose the most appropriate one.

**Time Management** – Managing one's own time and the time of others. Data required will come from a multitude of sources that must arrive prior to the report deadline. The incumbent must also manage the sources of data to the point that they can be assured of receiving critical information. This will require the incumbent to be knowledgeable about other work that these sources (often other managers) must meet.

### Abilities

**Comprehension** – The ability to read and understand information and ideas presented in writing and through spoken words and sentences.

**Expression** – The ability to communicate information and ideas in speaking and in writing so others will understand.

**Mathematical Reasoning** – The ability to choose the right mathematical methods or formulas to solve a problem.

**Number Facility** – The ability to add, subtract, multiply, or divide quickly and correctly.

**Problem Sensitivity** – The ability to tell when something is wrong or is likely to go wrong.

**Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.

**Inductive Reasoning** – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Teamwork:** The ability to work productively and collaborate with staff across all divisions, all professional groups, management, external agencies and their staff, cannot be overstated.

The incumbent must exhibit integrity through honesty and ethical actions, pay attention to detail and be thorough in completing work tasks. Incumbent must also be able to analyze information and use logic to address work-related issues and problems. The job requires the incumbent to demonstrate dependability in fulfilling responsibilities and a cooperative attitude. Persistence, initiative and independence are required, demonstrating a willingness to take on responsibilities and challenges to overcome obstacles. The ability to accept criticism and deal calmly and effectively in a variety of situations is essential, as is the ability to adapt to changing priorities and direction.

Deadlines, for the incumbent, will be weekly, monthly and quarterly. The incumbent must be able to schedule tasks in order that each sequential, supporting deadline will be met on time and with the highest degree of accuracy. The incumbent should be able to work independently while exercising good judgment and taking independent initiative. Accuracy is vital to this position. The incumbent must be able to validate and perform their own quality assurance to the projects they produce.

The incumbent must have knowledge of the cumulative impact of expenditures on project budget. With a finite amount of project resources available, each change, overrun or poor estimate will have an aggregate effect that can be very

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damaging to project financing and Caltrans' credibility.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will be responsible for performing work to a high degree of accuracy. Reports produced will be used both internally and externally. Inaccurate information can result in negative publicity for both Caltrans and SANDAG. Errors of omission regarding data can be catastrophic to the financial backbone of the TransNet 2 program. Much of the program is being financed with "borrowed money" through bond sales. Accurate figures allow the correct amount of funding to be borrowed to meet expected costs. Understated reports will result in not enough money being available. Overstated reports will result in too much available and unnecessary, increased borrowing costs to the TransNet program.

**PUBLIC AND INTERNAL CONTACTS**

This position requires frequent communication with supervisors, project and functional managers, and co-workers throughout the district, as well as SANDAG, local agencies and headquarters staff.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit or stand for long periods of time using a personal computer and various software applications, file documents, attend or lead meetings, and perform other office-related duties. He/she should be able to concentrate, focus intently, and analyze complex data sets. He/she should be able to 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 and then communicate those complexities in a manner that is well understood by the receiver of the information. At times, deadlines will be short. The incumbent must have effective, non-disruptive ways of dealing with stress. Consistent and predictable attendance is a job requirement. Meeting deadlines and completing assignments is required. The incumbent should be able to develop and maintain productive working relationships. Basic civility and consideration shall be extended to all contacts and co-workers. The position may be required to travel independently for State business.

**WORK ENVIRONMENT**

The base of operation will be in the District office. While in the office setting, the incumbent will be working in a cubicle, in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. However, due to periodic energy conservation requirements, the building temperature may fluctuate.

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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE