

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 12 – Administration, Budgets	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Capital Outlay Support Operating Equip. & Expense Analyst	912-007-5393-005	

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 direction of the District Capital Outlay Support (COS) Budget Manager, a Staff Services Manager I, the incumbent will perform at the journey level capacity for the District Budgets office. Responsibilities include dealing with issues of above-average complexity including data retrieval from AMS/infoAdvantage/Datalink financial system; review and analyze computer generated reports/spreadsheets; and prepare management reports for COS Operating Equipment and Expense (OE&E) budget.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Review and verify funding for all procurement documents to ensure proper cost coding charges and availability of allocation by category, program, fund source, and fiscal year. Ensure purchase requesters adhere to Project Delivery Memorandum for Purchasing Process to ensure quick and efficient service. Make recommendations on proper coding for all procurement documents. Reviews and processes all Travel Expense Claims. Reviews purchase requests as part of the Department's CalCard program. Responsible for overseeing, monitoring the District's Operating Expenses, and providing budget related services. The incumbent is the liaison for the Division of Project Delivery, which consists of Offices of Construction, Design, Environmental Analysis, Program Project Management, and Right of Way and Land Surveys. As a lead worker, provide training to Division resource personnel, student assistants and volunteers.
30%	E	Perform research utilizing a variety of information sources which involves administrative policy issues; gather, compile and analyze operating expenses data; effectively identify problems and formulate solutions; analyze the actual program expenditures and be able to relate these expenditures to the budgeted program amounts. Monitor the district Operating Expense by Program, Category, Object and fund based on needs and historical expenditures, current priorities and management directives. Assist managers by providing recommendations for spending alternatives in all programs. As a lead worker, train student assistants and volunteers and have the responsibility for overseeing, prioritizing and delegating administrative assignments.
15%	E	Complete consultative and analytical AGPA assignments involving funding, evaluations, database system analysis and budgeting related to the various programs and division resources. Create and maintain spreadsheets to accurately track allocation and expenditure balances. Review encumbrance and dis-encumbrance requests and forwards to the Office of Accounts Payable. Track the Expenditure Authorization (EA) expenses and creates management reports by unit code, EA/project ID, dollars and award amounts.
10%	E	Use budgetary databases and the Excel spreadsheet program to monitor the operating expense budget for all offices of the Division of Project Delivery. Prepare expenditure adjustment requests in the effort to balance the Budget and to resolve expenditure issues.
10%	E	Resolve charging or coding problems. Research expenditures and prepare special reports for Managers. Meet with managers as needed to resolve problems. Work cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality.
5%	M	Provide backup to the Personal Service Dollar desk and the Contract Management desk. Must adhere to customer service standards set by his/her unit and provide high quality service to both internal and external customers.

ADA Notice

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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. However, may be assigned as a team leader, facilitating HQ Budget drills and coordination with District Budget Staff and Program/Division Administrative Officers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Governmental Program Analyst must have a sound knowledge of and be able to interpret and apply State and Federal Laws and regulations, the Budget Act, and the project development process. Must have knowledge of Policies and Procedures governing the State Budget process as they apply to budget monitoring for the Department and the District. She/he must have knowledge of Department goals and objectives, new and revised methods and procedures; establish and maintain cooperative working relationships; speak and write effectively; analyze and resolve complex problems, evaluate alternatives and present solutions to management. Position requires poise, tact, and a thorough knowledge of contracts, laws, and regulations as well as effective negotiation skills. Knowledge of MS Word and Excel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions and recommendations may result in a failure to provide needed support to the Division. Poor decisions and assessments could result in increased cost to the State in the form of loss of vital resources, people and funding necessary to deliver the District's Project Delivery Program.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are extensive and are often initiated by the incumbent to obtain agreement on actions necessary to maintain a balanced budget. Contacts are with field and office Project Delivery personnel; Accounting, Resource Management, Business Management, and Program Management branches; Headquarters Construction; and Vendors. Public contact is moderate in level but critical to effective contract administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volume of varied documents. Most of the job in the branch requires interaction with many people. Must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include sustained mental activity, analysis and reasoning.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Employee may also be required to travel locally and to other areas of the state. The incumbent will work in a cubicle setting workstation. Overtime may be required, and vacations may be restricted, during peak times.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE