

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D12 - Division of Administration - Budgets	
WORKING TITLE Project Control Officer	POSITION NUMBER 912-007-5393-020	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 direction of the District Resources Management Manager, a Staff Services Manager I, the incumbent has responsibility for the financial aspects of cooperative agreements and for monitoring of projects' expenditure by administering Transportation project files in departmental Advantage financial application. Incumbent receives direction from the District Resources Management Manager on the most critical issues; however, incumbent acts independently on routine and complex matters.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Understand and interpret technical materials pertaining to departmental or program operations (such as coding manual, policies and procedures, law, contracts, etc.) to apply to the establishment and maintenance of project files. Exercise analytical judgment and knowledge in creating, supplementing, processing and approving project funding files by using Departmental E-FIS Advantage financial system and Enterprise Datalink in according to departmental policies & procedures and coding system. Develop and edit instructional materials to clarify procedures in processing transportation project set up and update requests by project managers.
20%	E	Monitor transportation project files in the E-FIS to ensure funding availability as projects progress through various development phases. Research proper coding structure and allocate funding to projects through project files supplement process. Collect and interpret documents and technical materials regarding program/departmental regulations and requirements in response to specific inquiries from a variety of sources. Direct and guide internal customers and stakeholders on various departmental processes (e.g. websites, tools, programs, application) to provide information and/or resolve issues. Consult and work closely and effectively with Office of Programming, Accounting, and Project Management to coordinate and manage project funding issues and to research and address E-FIS application errors to improve overall work productivity and efficiency.
15%	E	Review and evaluate the terms and conditions of District cooperative agreements to meet departmental cooperative agreement requirements and financial restrictions. Analyze cooperative agreements during the draft and final stages for financial terms to be in compliance with departmental policies. Create and develop tracking system and maintain records to monitor District cooperative agreements. Work proficiently with the reimbursement unit of Accounting; verify that the financial information on reimbursed expenditure authorization is consistent with the terms in the cooperative agreements. Examine and track payments by E-FIS infoAdvantage reporting tool to ensure correctness and compliance on all cooperative agreements to Local Agencies by reviewing, organizing, processing all invoices approved by project managers. Facilitate or lead various functional units in Accounting and project managers to close out completed transportation projects.
15%	E	Research and investigate various project charging issues such as processing the labor error file and assisting the District staff with accounting or budget questions and requests. Identify project funding overrun by reviewing project budgets vs expenditures and processing the expenditure adjustment request to resolve fund source overrun problems.
10%	E	Analyze and process Capital Reimbursement fund requests to ensure proper coding and funding amount. Research, address and resolve discrepancies and issues in fund requests with Program Management/Project Managers. Develop and make recommendations to various function units to resolve problems or issues related to project funding and departmental requirements.

ADA Notice

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5% M Develop, plan, and provide training and back up to peers in Project Control unit and in Resource Management 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

This position does not supervise other employees but may be assigned lead person responsibilities at times.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent:

Must have basic knowledge of the Department's operations in budgetary, accounting and administrative policies and control agencies.

Must be able to extract data from reports, manuals, and guidelines in order to analyze data, obtain requested information, prepare reports, and recommend procedures or alternatives. Must have the ability to analyze and interpret cooperative agreements and understand the terms and conditions.

Must have the ability to learn and utilize computer technology to process project files and reports and make sound decisions on complex transactions. Must be able to develop and implement new and revised methods and procedures; establish and maintain cooperative and professional working relationship; communicate effectively orally and in writing; analyze and resolve complex problems, evaluate alternatives, and present solutions to management (completed staff work).

Must have the ability to analyze and understand complex financial documents pertaining to the project funding and budgetary processes. Must be able to analyze State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Status of Project Reports, California Transportation Commission (CTC) Votes/Approvals, G11s, G12s, Accounting Manuals, Cooperative Agreements, Local Funded and Tax Measure Guidelines, Accounting memos, Policy memos, Federal and Highway regulations and relate them to the allocations, programs, targets and guidelines and recommend corrective action if necessary.

Must be able to: (1) analyze management's need for budget information and develop the systems and procedures necessary to collect, process, and present the required information in a meaningful format; (2) conduct studies, analyze data, and present recommendation based on analysis; (3) consult and deal effectively with management and other staff; (4) perform the routine mathematical calculations necessary to construct spreadsheet formulas; (5) anticipate the reporting changes created by policy and procedure changes; (6) present information skillfully in both written and verbal formats.

Required to review and analyze financial documents, directives and policies as well as allocation and expenditure data on a continuous basis, making projections and identifying trends in order to identify problem areas that may affect the District's Capital Outlay Program. Ability to identify specific needs for change or development of systems and reports, based on a broad analysis of the overall budget and project delivery objectives of the District. Once needs are identified, must respond with appropriate action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in judgment, erroneous reporting, or a failure to recognize and respond to potential problems could result in: (1) failure of the District to meet budget objectives; (2) failure of the District to meet project delivery schedules; and (3) reduced unit effectiveness.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts on a daily basis with project managers, resource representatives, supervisors, Deputy District Directors, HQ Program/Budget representatives, and Accounting employees. Contacts may involve sensitive technical funding issues, which require tactful dialogue when representing the District.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to maintain mental focus and productivity in a full work activity schedule environment on a daily basis. Incumbent will deal with diversified workforce at all levels who may not be fully cooperative or agreeable in problem solving or conflict resolution. Incumbent needs to be flexible and be able to maintain a positive emotional state and apply energies productively during working hours.

WORK ENVIRONMENT

The incumbent will work in a cubicle setting workstation. Working hours is set between 7:00 a.m. to 5:00 p.m. Overtime may be required, and vacations may be restricted during peak times. Employees may be required to travel in State, but the travel is not very frequent.

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