

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Office of Active Transportation and Special Programs	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Active Transportation Program Assistant	913-110-5393-912	September 12, 2014

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 direct supervision of the Chief, Office of Special and Discretionary Programs, a Supervising Transportation Engineer, the Associate Governmental Program Analyst (AGPA) provides organizational, administrative, and analytical expertise needed to assist in the Active Transportation Program (ATP).

The incumbent may act on behalf of the Active Transportation and Special Program Manager, during his/her absence from the office, and may act on behalf of the other staff in the office, handling those duties that should not be delayed for an extended period of time. The Active Transportation Program Assistant will receive general administrative and technical direction from a Senior Transportation Engineer and is expected to develop methods appropriate and necessary to independently complete his/her specific tasks.

TYPICAL DUTIES:

Percentages
Essential (E)/ Marginal (M)¹ Job Description

50% (E)	Analyze a variety of requests and referrals to prepare reports and make presentations for Caltrans management and staff, FHWA, and the local agencies. Research, develop, recommend, and implement best practices to manage ATP guidelines, policy and procedures, reports and exhibits.
20% (E)	Evaluate the ATP performance by analyzing information provided in delivery reports and project audits. Prioritize workload and develop strategies for improved performance in the oversight of the ATP. Provide technical assistance to Caltrans and local agency staff on ATP policies and procedures. Provide analytical support for other activities in the Office of Active Transportation and Special Programs (OATSP) as needed.
15% (E)	Assist the program manager with programming requests to the CTC. Assist the program manager with data collection and database management.

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15% (E)	Schedule ATP training for the local agencies. Collect and log applications for website publication. Coordinate ATP application evaluation preparation. Create and process ATP project award notifications. Organize and coordinate the collection and transmittal of information from the Department of Transportation (Caltrans) staff and local agencies to the Federal Highway Administration (FHWA) and California Transportation Commission (CTC).
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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

This position is not designated Supervisory. The incumbent coordinates internally with Caltrans staff and externally.

The incumbent may direct activities of Staff Services Analysts, Office Technicians, Retired Annuitants and Student Assistants based on the office needs.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans role in administering the Local Assistance Program.

Knowledge and ability to effectively and efficiently use personal computers and the following related software: Microsoft Office (primarily Word and Excel), Microsoft Outlook, Power Point, Visio, Filemaker Pro, and Adobe Acrobat Professional.

General knowledge of federal and state laws, regulations, and policies related to Federal-aid and State funded projects which local agencies are responsible for.

Ability to work well with people at all levels within the Department and outside.

Ability to exercise sound judgment and demonstrate effective decision-making.

Ability to quickly grasp new ideas and incorporate them into existing policies and procedures.

Ability to work independently as well as part of a team.

Ability to communicate both written and orally effectively using strong English grammar skills.

Must deal effectively with pressure; maintain focus, optimistic and persistent, even under adversity.

The incumbent must be able to reason logically and creatively to resolve problems. Analyze data from numerous sources, present ideas, and alternatives concisely and effectively.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and the resulting consequences inherent to the planning, organizing and assisting Local Assistance Program activities. Sensitive, controversial, or precedent setting decisions are made by the ATP managers, coordinators, and Chief, (OATSP), or higher authority. Errors in judgment or lack of prompt action could result in the loss of federal funding at both the state and local government levels and lower the credibility for the Department in dealing with the FHWA, University of California, and local agencies.

PUBLIC AND INTERNAL CONTACTS

Position involves substantial contact with the Department internally and externally, FHWA, University of California, and the local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues and acknowledge the various responses without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of times while using a keyboard, mouse and video display monitor while reading, preparing and reviewing documents or attending meetings. Some activities require walking, climbing, and balancing in the field. Must be able to use fine manipulation during the course of the workday. Must be capable of sustained mental activity needed for writing, auditing, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or implementation of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately.

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WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, state departments, and federal agencies within the state, or to the meeting facilities and to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee with work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, 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

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

Supervisor (Print)

Supervisor (Signature)

Date