

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Associate Governmental Program Analyst	Local Assistance – Office of Bridge, Bond, and Safety	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Bond Program Support	913-110-5393-624	October 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 general supervision of the Bond Reporting Manager, a Staff Services Manager II, the incumbent is responsible for independently collecting and analyzing project status reports from external sources such as cities, counties, and other local agencies regarding all projects funded with Proposition 1B Bond funds for errors and omissions and to determine reasonableness of the data. The incumbent tracks and reports all State Local Partnership Program (SLPP) projects funded by Proposition 1B Bond funds in the Local Assistance Online Data Information System (LA-ODIS), Local Programs 2000 Database System (LP2000), and the Accounting Management System (AMS). The incumbent develops and maintains tracking tools to monitor allocations and project delivery milestones for program projects and monitors Timely Use of Funds (TUF) and deadlines. On occasion, the incumbent in this position is expected to act in a lead professional capacity on behalf of the program or Bond Reporting Manager during his/her absence.

**TYPICAL DUTIES:**

Percentages  
Essential (E)/ Marginal (M)<sup>1</sup>      Job Description

- 40% (E)      Develop, plan, and implement a procedural methodology to collect and track data from local agencies. Receive electronic and hard copy submissions of project status reports for all bond funded projects from local agencies; analyze all data for errors, omissions and reasonableness by comparing agency reporting information and expenditures to Caltrans and the Division of Local Assistance information. Follow up and work with the agencies that did not submit the required data. Make recommendations to the program manager and the Bond Reporting Manager on program timelines, expenditures and guidelines. Provide data for updating LA-ODIS to reflect the most current project cost and schedule. Ensure correctness of local agencies contact information in the LA-ODIS; enters approved cost, schedule or scope changes. Generate reports on a regular basis regarding project status. Ensure timeliness and accuracy of Final Delivery Reports (FDR). Monitor (TUF) and deadlines; reporting and project delivery milestones; process and ensure the timely submission of FDR’s and Supplemental Final Delivery Reports (SFDR’s).

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- 40% (E) Monitor the Departments Bond Accountability website. Ensure the data posted on the website is consistent with the data available in LA-ODIS. Notify the LA-ODIS Coordinator, program manager and Bond Reporting Manager on any issues or discrepancies. Make recommendations to managers to remedy the discrepancies by researching and analyzing the data and information that was posted and compare to program reports and updated accounting information. Reporting requirements require collecting and analyzing data with ad-hoc reports and spreadsheets to the program managers and coordinators.
- 20% (M) Develop, implement, and update program guidelines, policies and procedures. Schedule and participate in training provided to local agencies and district staff. Assist the Bond Reporting Manager in tracking and reporting other Proposition 1B Bond funded projects. Provide support to the division and office as needed, including assisting program managers with project related issues, inquiries and special projects.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Associate Governmental Program Analyst is a non-supervisory position. However, the incumbent will demonstrate a capacity for assuming increasing levels of administrative responsibility by occasionally acting in a lead capacity on behalf of the Bond Reporting Manager during his/her absence. In addition, the position requires the development of cooperative and professional working relationships with peers, superiors, students and external agencies. The incumbent may direct the activities of the Staff Services Analysts and Associate Governmental Program Analysts based on the needs of the office.

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### **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 related software: Microsoft Office (primarily Word and Excel), Microsoft Outlook, Power Point, and other reporting tools.
- General knowledge of federal and state laws, regulations, and policies related to federal-aid and State funded projects that local agencies are responsible for.
- Knowledge of departmental manuals, procedures, rules and protocol in performing the responsibilities of the job.
- Ability to create computer databases and spreadsheets.
- Ability to work well with people at all levels within and outside the Department.
- Ability to exercise sound judgment and demonstrate effective decision-making.
- Ability to quickly grasp new ideas and incorporate them into existing procedures.
- Ability to work independently, as well as part of a team.
- Ability to communicate effectively both written and orally.
- Ability to reason logically and creatively to resolve problems and issues. Analyze data and information from numerous sources and present ideas, concisely and effectively.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Must independently perform the above duties and be accountable for decisions made. Must demonstrate sound judgment and effective decision-making skills and be able to quickly assess information that will affect project delivery and take appropriate action. Inappropriate or untimely decisions could reduce the effectiveness of the Local Agency programs, resulting in costly project delays and could impact the Department's credibility and image to the public and transportation users.

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### **PUBLIC AND INTERNAL CONTACTS**

This position maintains regular contact with a large number of internal Caltrans Headquarters personnel. They also communicate with external partners including the Federal Highway Administration, California Transportation Commission, Regional Transportation Planning Agencies, Department of Finance, Office of Legislative Affairs, and other local, state, and federal agencies. These contacts will be verbal or written, as needed, to perform assignments.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The employee is required to sit for long periods of time using a computer, keyboard, and monitor. Performing duties for this position requires regular punctual attendance at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, multi-tasking and changing priorities with short notice. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

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### WORK ENVIRONMENT

While at the base of operations, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.

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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.)

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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