

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Division of Local Assistance - Resource Mgmt. & Business	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Division Personnel Liaison	913 - 110 - 5393 - 912	12/11/2014

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 a Staff Services Manager I (SSM1) in the Division of Local Assistance (DLA), Office of Budgets, Human Resources (HR), Workload Standards, and Information Management, the incumbent acts as the sole HR analyst and will be responsible for performing all Division Personnel Liaison and Program Position Liaison duties. The Associate Governmental Program Analyst (AGPA) is expected to perform full journey level work. The incumbent will act independently, effectively, and complete assignments in a timely manner. The incumbent will work both in a multidisciplinary team setting and/or have primary responsibility for assignments. The incumbent will have regular interaction with the Division of Human Resources, District Resource Managers and their support staff, DLA headquarters management and supervisors, DLA employees, and oversight agencies. The quality of services provided will directly impact staff, supervisors, and management decisions. The ability to maintain confidentiality is critical in this position.

The incumbent will provide subject matter expertise to division employees, supervisors, and managers in all personnel related issues. The incumbent will have a thorough understanding of applicable laws, regulations, and bargaining unit contract provisions. The incumbent will research critical issues and recommend alternative solutions. The incumbent serves as the liaison to the departments HR division, completing and submitting all personnel hiring process documentation; coordinates with the HR division to complete transactions; maintains organization charts; responsible for position control and reconciles position reports; develops new and maintains existing comprehensive file systems; generates management vacancy reports; provides administrative support to division supervisors related to personnel matters. The incumbent is the single point-of-contact to districts in relation to Local Assistance Program positions. The incumbent is the designated DLA coordinator for Student Assistant, Retired Annuitant, and Volunteer Programs.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Incumbent serves as the Personnel Liaison for the Division of Local Assistance. Works with hiring supervisors and HR to fill vacant positions timely. Consults with hiring supervisors to ensure hiring practices are in compliance with laws, regulations, and policies. Assists supervisors with duty statements, completes PARF packages, updates organization charts. Prepares justification memos, exemption requests, position advertisements, responds to public inquiries pertaining to vacant positions, and keeps supervisors informed of hiring status. Maintains existing and develops new intake processes for applications, creates and maintains hiring packages for the hiring supervisors use. Communicates with HR on candidate eligibility and completes all HR related forms for new hires and separated employees. Evaluates new departmental HR policies and directives, recommends and implements changes to business processes to ensure the the division remains in compliance with all requirements. Responds to management and the Division of Human Resources on inquiries, prepares reports, and maintains working files.
25% E	Incumbent serves as the Local Assistance Program Position Liaison. Manages the Local Assistance Program's positions and ensures compliance with Department Position and Organizational Management guidelines. Communicates with district resource staff to ensure compliance with departmental policies and processes, reviews incoming district PARF packages for compliance with DLA's annual position allocation plan, communicates with the SSM1 and DLA budgets staff to ensure availability of position funding, scans signed PARF packages and responds to districts on their PARF package submittals. Reconciles PTAS and Blanket reports. Coordinates and prepares responses to position management and position realignment drills. Evaluates new departmental Position Management policies and directives, recommends and implements changes

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to business processes to ensure the Program remains in compliance with all requirements. Works with management to address limited-term appointments and positions.

- 25% E Prepares weekly Management Vacancy Reports, maintains existing and develops new reports and tracking methods. Communicates with hiring supervisors on current and new hiring practices. Assists supervisors on Family and Medical Leave Act (FMLA), catastrophic leave, monthly dock, and leave absence issues. Communicates with employees on current departmental examinations, new job bulletins, and provides information and guidance to division employees on pay, benefits, and leave issues. Division coordinator for Student Assistant, Retired Annuitant, and the Volunteer Program. Assists hiring supervisors in the completion of program forms and act as the liaison with department level coordinator. Attends meetings and communicates updates on these programs to hiring supervisors.
- 5% M Other duties as required, including but not limited to preparing various management reports and special studies, developing and analyzing policy memos in administrative activities.

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. The AGPA may be called upon to act in the absence of his/her supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must consistently practice the principles of Completed Staff Work; possess a thorough understanding of CalHR and SPB laws, rules, procedures, and effectively communicate this information to others both orally and in writing. The incumbent must be dependable and punctual.

The incumbent must be able to work independently. The incumbent must be able to build effective partnerships and alliances with internal and external stakeholders, and to build and maintain good cooperative working relationships within the team environment.

The incumbent must be computer literate and exhibit expertise with Microsoft Excel, Word, and Visio. The incumbent must have the ability to reason logically, analyze and reconcile data, and apply quality control and assurance principles and practices. The incumbent must have the ability to develop and implement new business processes and to present ideas, information, recommendations and alternatives concisely. The incumbent must be able to collect, develop, categorize, maintain and summarize information, and to write clear, concise correspondence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for processing a wide variety of personnel and position management reports and forms. If the information is not correct and timely, it can have major impacts on program-wide delivery of services, employee's personnel transactions, and could adversely affect the credibility of DLA.

PUBLIC AND INTERNAL CONTACTS

The position has substantial internal contact primarily with the Division of Human Resources, District Resource Staff, and Headquarters DLA management, supervisors, and staff. External contacts with control agencies, consultants, and vendors may be made from time to time, as necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to organize and prioritize large volumes of varied documents. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review, create, and process documents and meet strict deadlines. Develop new insights into situations and applies innovative solutions to make business process improvements. Must have the ability to recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. The ability to maintain confidentiality is critical in this position.

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WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

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