

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Division of Local Assistance/Office of Resource Mgmt	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Budget Analyst	913-110-5393-912	June 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general supervision of the Staff Services Manager I (SSM1) in the Division of Local Assistance (DLA) Office of Budgets, HR, & Information Management, the incumbent is responsible for performing budgetary and accounting duties for DLA. The AGPA receives general direction from the SSM1, but is expected to perform full journey level work. In this capacity 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 a project. In either setting, the staff person will be expected to work in consultation with various levels of Department, federal, state, and local agencies. The incumbent will have regular interaction with the Division of Budgets, Accounting, District Local Assistance Engineers (DLAEs), and DLA headquarters management. The quality of the services provided will directly influence the speed and accuracy of project delivery and the credibility of the DLA by providing transparency and accountability.

The incumbent will be the business subject matter expert and single point of contact for DLA in the development, implementation, and management of DLA's statewide multi-funding support budget. In this capacity the incumbent will develop, allocate, and monitor operating expenses, coordinate with DLA headquarters and district staff, Division of Budgets and Division of Accounting staff, to develop new and maintain existing charging practices, develop new and maintain existing various databases and/or Excel spreadsheets to report monthly status and monitor unusual trends or charges, process DLA Allocation Change Requests (ACR's), Expenditure Adjustments (EA's), Travel Expense Claims (TEC's), and have primary responsibility for Purchase Order (PO) and Operating Expense (OE) reconciliation. The incumbent must possess knowledge of the Local Assistance Program support budget, Divisions of Budgets and Accounting procedures and policies, as well as state and federal budget processes and policies to ensure adherence to federal and state standards. The quality and timeliness of reports developed by the incumbent directly influence the Program's ability to stay within allocation and meet mandated milestones.

TYPICAL DUTIES:

Percentage	Job Description
55% E	Develop annual DLA statewide multi-funding type support budget. Complete various Division of Budgets forms and respond to inquiries using appropriate templates and methodologies, and in compliance with Division of Budgets and Accounting procedures and policies. Develop and maintain reports tracking financial data displaying the status of Program Support budget allocations and expenditures. Communicate with DLA district staff regarding budget issues, including expenditure outcomes and projections. Develop ad-hoc, and run existing, reports from AMS Advantage on a regular basis. Develop analysis and provide recommendations as need by management to alert them of any unusual expenditure patterns. Prepare budgetary adjustments, ACR's and projections. Coordinate with district staff, Division of Budgets and Division of Accounting staff to develop appropriate charging practices based on statewide Local Assistance workload.
30% E	Incumbent acts as the single point of contact to the Division of Budgets. Responds to headquarters and district staff with regards to DLA Budget issues, ACR's, and other budgetary issues, including responses to management and oversight agencies (DOF, LAO, Governor's Office, etc.). Evaluations, recommends, and implements procedure and/or policy changes as needed to ensure compliance with Budgets and Accounting procedures and policies. Performs special studies and coordinates preparation of reports and other data requests, as needed, by the Resource Manager and upper level management.

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10%	E	Incumbent acts as the single point of contact for DLA headquarters regarding TEC's. Attends TEC Coordinator training sessions and statewide meetings, assist staff in the completion of TEC's, submits TEC's to Accounting. Creatively develops databases and various spreadsheet methods to track and report on submitted TEC's, ensures payments are received in a timely fashion.
5%	M	Assumes administrative duties such as, but not limited to, personnel issues, exams, business services, Workload Standards, and other duties when necessary.

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 the principles of Completed Staff Work, possess a thorough understanding of the budget development process, demonstrate an understanding of accounting principles, economics, statistics, and forecasting methods, have great attention to detail, and use a variety of analytical techniques to evaluate financial information and make recommendations.

The incumbent must be able to work independently and effectively coordinate with various levels of management and staff, communicate effectively both orally and in writing, 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 advanced Excel functions and reports development, familiarity with navigating and extracting data from a variety of databases, reason logically to analyze data and present ideas, information, recommendations and alternatives concisely and effectively, collect develop, categorize, maintain and summarize information, and to write clear, concise correspondence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops a wide variety of reports and communicates with staff of a number of internal and external entities. If the information is not correct and timely, it can have major impacts on Program-wide management decisions and could adversely affect the Program's project delivery and the credibility of DLA.

PUBLIC AND INTERNAL CONTACTS

The position has substantial internal contact primarily with the Divisions of Budgets, Accounting, District Resource & Budgets, District DLAE's, and Headquarters DLA management and support staff. External contacts with control agencies, consultants, and vendors will be made from time to time, as necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to develop and maintain cooperative working relationships with others while gathering data and information for various reports. This may require responding appropriately to difficult questions and situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

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.)

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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