

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>OFFICE/BRANCH/SECTION</b> Division of Local Assistance/Subvention Mgmt.	
<b>WORKING TITLE</b> Subvention Charging Practices Coordinator	<b>POSITION NUMBER</b> 913-110-5393-XXX	<b>EFFECTIVE DATE</b> July 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 direction of the Staff Services Manager I (SSM I), Chief, within the Local Assistance Subvention Management Branch, the incumbent is responsible for performing monitoring and reviewing activity related to federal apportionments, federal obligations and local assistance subvention allocations while interacting with the Division's and Departmental staff on a regular basis.

**TYPICAL DUTIES:**

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

- 35% (E) Serves as the main contact on questions regarding GC Section 16304.3, which defines the requirement for the Cooperative Work Agreements (CWAs) and lapsing funds requests. Prepares written response to questions from local agencies as well as district staff to ensure compliance with Government Code (GC) Section 16304.3 through the development of reports and by working closely with the Accounting staff, Budget Staff, District's Local Assistance Engineers, and local agencies. Develops and modifies detailed reports as well as summary reports for management on projects with funds at risk of lapsing. Utilizes reports to identify projects that may require funding extensions beyond the normal appropriation period. Reviews and analyzes project specific information for submittal to the Department of Finance on the CWAs. Writes procedures and provides one-on-one training on the CWAs. Writes statewide letters and notifications for local agencies.
- 30%(E) Researches, develops, and implements resolution plans for issue related to project charging and miscoding. Utilizes research and analysis to develop the local assistance subvention allocation status reports, charts and/or graph as necessary. Proposes changes to reports as a result of newly enacted legislation. Tracks local assistance projects that require capital outlay subvention reimbursement allocations and coordinates with Division of Budgets approval of allocation.

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- 20%(E) Develops Info Advantage reports and book items to the Commission as they relate to the various funds allocated to the Local Assistance Programs. Duties include gathering information, coordinating with the Division's staff and presenting information in the appropriate formats. Prepare written responses to Commission as requested. Updates LP2000 as needed and ensures that the district staff updates the CWA Section of LP2000.
- 10% (E) The AGPA works directly with the Chief, Subvention Management Branch to develop the Division's annual subvention and STIP budget consistent with current federal and state laws, policies and procedures and the Division business plan to support the achievement of the program's annual goals. Provides technical advice to the resource Management and STIP Coordination Manager, Division Chief, Program Staff, and external local agencies in all budget matters. This requires close interaction with Programming, Budgets and external agencies such as Regional Transportation Planning Agencies (RTPA), Metropolitan Planning Organization (MPOs), local agencies, DOF and LAO. The AGPA develops the STIP fund estimate projections worksheet once every two years. Researches the historical data from previous CTC actions, such as allocation votes, extension authorizations and award notifications, as well as encumbrance and expenditure trends.
- 5%(M) Provides support to HQs staff, districts and regions on issues related to the State Budget including but not limited to the availability of budget authority, recommends and implement solutions.

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<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must possess a thorough knowledge of Departmental organizational, administrative and project allocation processes and have an understanding of relationships between various functions in Headquarters as they impact the programs.

The incumbent must be able to work independently and effectively coordinate with various levels of management and staff, to communicate effectively orally and in writing, and also build and maintain good cooperative working relationships within a team environment.

The incumbent must be able to reason logically to analyze data from numerous sources and present ideas, information and alternatives concisely and effectively; to collect develop, categorize, maintain and summarize information; and to write clear, concise correspondence, reports and technical analyses.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops a wide variety of reports. If the information is not correct and timely, it can have major impact on Program wide management decisions and could adversely affect the Program's project delivery in general

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### PUBLIC AND INTERNAL CONTACTS

Internal contact will be made throughout the Department at all levels. External contacts with control agencies and consultants will be made from time to time as necessary.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

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### WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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)

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EMPLOYEE (Signature)

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Date

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

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Supervisor (Print)

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Supervisor (Signature)

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Date