

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	43/Environmental Analysis/Environmental Eng/Stormwater	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Stormwater Fiscal Analyst	913-140-5393-002	12/31/2014

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 supervision of a Staff Services Manager 1, the incumbent is responsible for the fiscal management of the Stormwater Program's contracts and interagency agreements as well as related budgetary and administrative duties. The incumbent also assists the senior and supervising engineers with various data compilation and analysis to assure program compliance. Strong customer service skills are necessary. Duties include managing resources across multiple task orders in large contracts by collaborating with the Office Chiefs, Contract Managers and district personnel. Incumbent will be required to work with Accounting, Budgets, Audits, Districts, managers from HQ Divisions to address contract administration and budgeting issues. As a member of a multidisciplinary team, incumbents will be asked to serve as contract or task order managers, as appropriate. Develops and monitors aspects of the program's budget to assure resources are appropriately used. Incumbent will analyze problems accurately, develop appropriate solutions, and recommend effective optional courses of action; identify improvements and to originate and develop new solutions which depart from traditional and existing patterns; assume increased responsibility; flexibility; work effectively with others.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Develops, analyses, and prepares recommended actions related to task order administration, including verifying payment information. Distributes monthly and ad hoc contract summary and expenditure reports. Develops and maintains spreadsheets for contracts, expenditures and budget tracking. Incumbent coordinates with the Resource Management Unit and Accounting for information related to contracts, invoice payment, encumbrances and other accounting issues as needed. Incumbent will coordinate with the Program Budget Liaison in preparing budget documents for Stormwater Program projects such as allocation change requests, or other budgetary reports. Enters payment information into fiscal systems and tracks cost information in the Stormwater databases.
30% E	Independently prepares the administrative aspect of complex interagency agreements, co-op agreements, and consultant contracts; and, procures small business contracts and purchase orders for the Stormwater Program. Develops, updates and maintains administrative policies and guidelines for interagency agreements, consultant contracts and other procurement methods. Duties include coordination with technical specialists for the development of Purpose & Needs requests, Task Order scope of work development, data and calculation of cost estimates and meeting agreed to time-lines with external parties, including municipalities and regulators. Independently performs contract manager fiscal and administrative duties, including coordination with units outside the Stormwater Program, task order processing, maintaining contract records, data input and validation of contract database records (in print and electronically), data manipulation and analysis; and correspondence with consultants. Maintains appropriate filing for contracts and is responsible for written and oral communications with consultants, vendors and others as those interactions are related to contract management. Coordinates with the Division of Procurement and Contracts (DPAC) and management on contract issues. Closeout contracts and task orders and transfers to storage and possible audits.
	Provide functional guidance to District and Headquarters environmental staff on work scope development, estimating contract costs, and consultant oversight procedures and requirements for the SW Program. Develops and maintains guidelines, procedures and example task orders or Memorandums of Understanding (MOU) for consulting services to ensure compliance with

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environmental regulations and contracting policies.

- 15% E Develops stormwater budget including but not limited to personnel services, positions, and operating expense allocations amounts. Prepares budget reports monitoring expenditures and encumbrances relative the allocated amounts. Maintains needs assessments to forecast stormwater contract funding and workload. Maintains tracking of legal payments and assists in issuing Legal Stipulations and invoices. Prepares special reports and various date request for management.
- 15% E Researches and analyzes detailed budget and accounting in headquarters and statewide. Interprets fiscal information and makes recommendation on district allocation amounts and expenditures trends. Trains district personnel on proper uses for stormwater funding. Also provides other program budgetary support as needed, by using analytical techniques to resolve or provide information regarding Stormwater budgets. Acts as lead on Stormwater Program BCP Development and analysis, review and comment on other BCP proposals from other divisions. Will also provide budgetary responses to Department Management on current Program issues asked by Department of Finance (DOF), Legislative Analyst Office (LAO), and internal requests, which will require both analysis on the issues, and written responses. Use statistical analysis to forecast budget and expenditures.
- 5% M Provide guidance and consistence in general Stormwater budget and expenditure coordination of the program needs including procurement, training, and operational costs. Will coordinate with other units on the same.
- Coordinates Events, Memos and TEC monitoring of attendees to track SW travel expenditures at training, conferences, workshops and Storm Water Quality meetings. Monitor and review SW travel and Accounting reports. Assist in general coordination of the units needs including preparing procurement requests, training needs, and coordinating operational needs with other units.

<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

The incumbent does not supervise.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess current knowledge of state and federal laws, rules, regulations and administrative procedures as they pertain to contracting, purchasing, personnel, office operation issues, and information/technology procurement and transfers. Knowledge of the Caltrans budgeting, contracting and accounting process is required. A working knowledge of accounting principals and practices is required. An awareness of environmental procedures is desirable.

- The incumbent should be familiar with principles and concepts of economics, public agency finance, resources, economic research methodology; econometrics as applied in a research setting and statistical applications. Experience and knowledge should be at a level to college level courses equivalent to six semester hours of advanced economics, six semester hours of public finance, and six semester hours of statistics.
- The incumbent should be familiar with the Department's Contracts, Accounting and Coding Manuals, the State Administrative Manual, and the Streets and Highways Code Statutes.
- The incumbent must have the ability to work independently as well as cooperatively with others, both in person and through telephone communication, being sensitive to and working with political interests; and making effective presentations. Must be able to collect, develop, categorize, maintain, and summarize information, and to write clear concise correspondence, reports, and technical analysis. The incumbent must be open to new or different ideas or

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opinions and have the capacity for creative thinking and problem solving.

- Good working knowledge of and ability to use personal computer equipped with e-mail, word processing and spreadsheet software including Microsoft Word, Microsoft Excel (including data filters, sorting, pivot tables, and linking sheets), Microsoft Access or comparable database experience, and Internet is required. Must have the knowledge and ability to use Department accounting and budgetary systems including but not limited to Advantage, InfoAdvantage, and Datalink. Ability to learn to pass accounting information between Department systems and Excel.
- The incumbent must be able to initiate, and recommend program and support changes to management, and evaluate existing systems and implement legislative policy and management requirements. Incumbent must have the ability to develop creative thinking and problem solving. Incumbent will be expected to mine resource information within the Department, including but not limited to; contacts within the Programs Resource Staff, DPAC, Accounting, the Budget Office, CPSD, and other Department Resources.
- Incumbent must possess knowledge of research methodology, survey methods and analytical procedures. Must be able to develop and analyze flow charts of existing processes, identify critical paths, and optional areas for change. This work involves varied degrees of analysis including problem exploration and definition, planning and designing the approach and sequence of steps, collection of data, interpretation of findings and documentation and reporting of findings in a structured professional format. It also requires the ability to identify the relative merits of critical options determined from analysis to support determining a course of action. Ability to: Adopt and apply formal research methods and principles to research problems of an applied practical nature.
- Must have a complete journey-level understanding of the department's budget and the budgetary process, including the program/project management concepts, and a working knowledge of accounting processes.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for prompt independent actions in the development and administration of various contracts, for identifying, recommending and implementing critical improvements to the Maintenance Program's financial processes, costing systems and resource base, and in developing and maintaining positive working relationships with program staff, Districts, various Headquarters' organizations, and the public. Failure to develop the various programs effectively may result in the loss of Stormwater funding, flawed processes that do not improve the Program's financial management, a mis-statement of program activity costs that would result in poor decision making by program management, and poorly support new resource requests that do not contribute to program delivery, delay project delivery; contribute to a poor public image, lawsuits and major citizen concerns.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with personnel in Headquarters Administrative Divisions, Districts, management staff, vendors, and environmental consultants. Incumbent must be able to address program-and division-related issues and questions from all requestors, both within and outside Caltrans. Contact includes environmental officials in both Headquarters and the districts and a wide variety of Departmental administrators and analysts. The incumbent may also be required to respond to inquiries from the Department of Finance, the Department of General Services, the Legislative Analyst's Office, as well as other state, federal, and local public offices.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The person in this position must be able to sit for long periods of time using a keyboard and video display monitor. The incumbent must be capable of multi-tasking while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to the budget process. The incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

Must be able to organize and prioritize large volumes of varied documents and data. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The ability to work under heavy time constraints is required. Must be able to adapt to changes in priorities, and complete tasks or projects

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with short notice and work with others in a cooperative manner. The incumbent must be able to work independently or as a member of a team.

The incumbent must be capable of multi-tasking while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to the budget process.

The incumbent 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. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. The incumbent will address concerns in a professional manner.

## WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel for training and/or meetings. The incumbent will work in an office building in downtown Sacramento. The office environment is modular-open space in a team set-up. While at their base of operation, employees will 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. Office conditions may be warm or cool and lighting may be dimmed.

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