STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE
Associate Governmental Program Analyst

OFFICE/BRANCH/SECTION
43/Environmental Analysis/Environmental Eng/Stormwater

WORKING TITLE
Stormwater Fiscal Analyst

POSITION NUMBER
913-140-5393-003

EFFECTIVE DATE
11/01/2015

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 I, the incumbent is responsible for the fiscal management of the Stormwater Program’s contracts and inter-agency 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. 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 develop new solutions which depart from traditional and existing patterns; assume increased responsibility; be flexible and work effectively with others.

TYPICAL DUTIES:

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<th>Percentage</th>
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<td>35% E</td>
<td>Independently prepares the administrative aspects of complex inter-agency agreements, cooperative agreements, consultant contracts, procures small business contracts and purchase orders for the Stormwater Program. Develops, updates and maintains administrative policies and guidelines for inter-agency agreements, consultant contracts and other procurement methods. Duties include coordination with technical specialists for the development of Purpose &amp; Need 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 management of contract fiscal and administrative duties, including coordination with units outside the Stormwater Program, processing task orders, 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. Coordinates with the Division of Procurement and Contracts (DPAC) and management on contract issues. Closeout of contracts and task orders and transfer to records storage.</td>
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<td>35% E</td>
<td>Coordinates the contract task orders encumbrances and processes the invoices for payments in the Department's accounting system (Advantage) and the Stormwater Database. Develops and maintains spreadsheets for encumbrance and payments for comparison to accounting, budget management systems, and budget tracking reports. Coordinates with the Capitol Outlay Support resource manager for information related to invoice payment, encumbrances and other accounting issues as needed. Will also coordinate with vendors related to payment issues. Review accounting and budget reports to ensure quality assurance and quality control of accounting and budgetary reports. Prepare financial analysis as needed related to contract management.</td>
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<td>15% E</td>
<td>Develops, analyzes, and prepares recommended actions related to contract 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. Develop budgetary trend analysis and compiles data to assist engineers in analyzing program components and future needs. Will coordinate and assist in preparing budget documents for Stormwater Program projects such as allocation change requests,</td>
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or other budgetary reports.

10% M Coordinates events, memos and TEC monitoring of attendees to track Stormwater travel expenditures at training, conferences, workshops and Storm Water Quality meetings. Monitor and review Stormwater travel and Accounting reports. Assists in general coordination of the units needs including preparing procurement requests, training needs, and coordinating operational needs with other units.

5% M Provides functional guidance to District and Headquarters environmental staff on work scope development, estimating contract costs, and consultant oversight procedures and requirements for the Stormwater Program. Develops and maintains guidelines, procedures and example task orders or Memorandums of Understanding (MOU) for consulting services to ensure compliance with environmental regulations and contracting policies.

*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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
The incumbent does not supervise.

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 contracting and accounting process is required. A working knowledge of budgets, and accounting principals and practices is required. An awareness of environmental procedures is desirable. 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.

- Good working knowledge of and ability to use personal computer equipped with email, word processing and spreadsheet software including Microsoft Word, Microsoft Excel (including data filters, sorting, pivot tables, and linking spreadsheets), 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, Info-Advantage, 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 management requirements. Must be able to respond to regulatory requests, Department of Finance drills and legislative bill analysis. Incumbent must have the ability to develop creative thinking and problem solving. Incumbent will be expected to obtain resource information within the Department, including but not limited to; contacts within the Programs Resource Staff, Division of Procurement and Contracts, Accounting, the Budget Office, Project Delivery Project Development (PDPD) and other Department Resources.

- Incumbent must possess a working 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.

- 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 opinions and have the capacity for creative thinking and problem solving.
The incumbent is responsible for prompt independent actions in the development and administration of various contracts; and identifying, recommending and implementing critical improvements to the Stormwater Program's financial processes, costing systems and resource database. Responsible for 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.

The incumbent in this position must be able to sit for long periods of time using a keyboard and video display monitor. The incumbent must be able to address program and division related issues and questions from all requesters, 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.

The incumbent in the 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 emails and phone calls. This position requires the incumbent be flexible and adaptable to changing policies, rules and regulations as it relates to the contract and 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 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 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.

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

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