

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	HQ/DRISI/Office of Operations and Resource Mgmt	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
DRISI Budget Analyst	913-155-5393-	10/01/2015

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 general supervision of a Senior Transportation Planner, this position will serve as the subject matter expert for budgeting issues in the Division of Research, Innovation and System Information. The position will be responsible for development of the State Operations Budget, prepare budget management report, budget allocations, expenditure projections and analysis. In addition, this position is required to provide timely and accurate financial reports to management for decision making and make recommendations to management on budgetary matters.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Coordinate the development of and monitor the District resources funded by Research, Innovation and System Information Program. Develop methodology for distributing resources to District by fund source. Communicate methodology to organizational units funded by the Program. Monitor Program PTAS report developed by the Division of Human Resources to ensure that the Districts resources are within the authorized position level. Prepare and provide monthly reports which show status of expenditures, by fund source by district, to identify potential budget overrun/underrun. Work with district staff to correct any identified problems. Coordinate submittal of District Expectation Agreements, quarterly reports, State Planning and Research annual work activities, and other documents related to the Program budget. Coordinate the allocation of resources through preparation of Memorandums of Understanding (MOUs) and Allocation Change Requests (ACRs). Serve as a budget liaison to the Division of Budgets and Accounting.
35% E	Develop the Research, Innovation and System Information Program's baseline budget, distribute allocations, and conduct monthly analysis of expenditures, reimbursements, and projected fiscal year-end balances.
	Develop automated budget reporting systems (databases, spreadsheets, etc.) for the proper management of the Research and Innovation Program's federal and state funding allocations and expenditures.
	Monitor and track Personal Services and Operating Expense (contracts, training, travel, etc.) allocations and expenditures. Review and analyze documents/reports received from Accounting and Budgets, retrieve/download customized reports from the AMS Advantage, Info Advantage, and EFIS Datalink, identify, research and resolve budgetary problems, consult and meet with appropriate parties to resolve problems/issues, research alternatives, and recommend corrective actions. Use these tools to develop various types of monthly, quarterly, mid-year, and year-end financial reports for management. Implement approved corrective actions and follow through with informing parties of the end results. Annually research, review and coordinate updates for program activity etc.
	Assist in the review of charging practices and identify budget/accounting inaccuracies. Make recommendations to management and the Divisions of Budgets and Accounting to correct past charging practices.
	Recommend/develop/implement new processes or adjustments to existing processes within the Division to improve the likelihood of not repeating actions that create gross errors.

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Evaluate past and current financial data on a continuous basis and consult with and make recommendations to management on optimum use of resources; and provide analyses of future budget issues and trends.

- 15% E Perform special budget assignments, independently or as part of a group, to address critical statewide and district-specific issues and study specific budget and accounting issues; identify and recommend appropriate solutions, revisions, and policies; and develop procedures for implementation of new processes. These assignments may be related to the research program or to the entire Division. Provide backup to other administrative staff who perform other budget related work. Attend monthly Division of Budgets meetings. Maintain budget files and other resource related documents that can be easily accessed and used by other staff.
- 10% E Create and modify E-FIS project ID requests for the Division. Meet with contract/project managers to discuss their request/need for a project ID; complete the project ID and forward requests to Accounting for approval. Create and maintain a report to track E-FIS project ID data (IE requestor, Task # or PI #, EFIS Project #, funding source, program code, district, etc.) Access Accounting's AMS Advantage to ensure the Project ID was accurately master filed, and work with Accounting to resolve any discrepancies. Inform staff when Project ID has been established. Develop Project ID reports for Division Chief, Office Chiefs and staff. Establish and maintain hard copy files, which include approved requests; e-mail documentation; AMS Advantage screen prints, etc.
- 5% M Prepare written reports, such as issue papers, spreadsheets with project status, e-mails and correspondence as necessitated by and for management. Attend meetings or conduct meetings in the Branch Chief's absence and help to resolve internal workload issues. Perform special assignments as directed by the Branch Chief.

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

The position does not supervise others. However, there is extensive coordination with Division of Research, Innovation and System Information (DRISI) management, administrators and management in other Divisions. The incumbent may function as a lead person on complex assignments, organize the work of peers, or oversee special assignments of Staff Services Analyst, Office Technicians or Student Assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: principles and methods of public and business administration, including fiscal, personnel management, training, and administrative analysis; analytical techniques to resolve complex administrative issues; principles and practices of general business management; budgetary procedures; modern office methods, forms, equipment and computer applications; methods and techniques of effective team leadership; the Department's mission, vision, goals and principles; and organization and functions of the Department.

Ability to use a variety of techniques to analyze and manage complex administrative issues; reason logically and creatively; develop and compare alternatives; draw valid conclusions; make recommendations; adopt an effective course of action; provide sound guidance to management; and present analyses in an understandable, usable form using oral, written and graphic communication methods.

Ability to consult with and advise DRI management and other interested parties on resource management issues; estimate and budget for future needs; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; develop and maintain a level of professional integrity to ensure that the best interest of the Division and Department are served; exercise good judgment; establish and maintain project priorities; coordinate the work of others; and demonstrate capacity for assuming increasing administrative responsibility.

Computer literacy as demonstrated by the ability to create computer databases and computer spreadsheets. A college-level course in critical thinking or introduction to logic is desirable.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent's responsibilities are critical to the development and management of a multi-million dollar research and system information budget and have an impact on the Division's ability to carry out the goals, objectives, and responsibilities of the Research, Innovation and System Information Program. Poor analysis can lead to: serious misjudgment in the planning of research program dollars; constrain the Division's ability to meet its commitments with internal and external researchers/contractors; potential delays in awarding research contracts; and strained working relations with internal and external customers.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact Division management and staff; Divisions of Budgets and Accounting staff on matters related to statewide resource management of the Program; District management; and the Federal Highway Administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to interact cooperatively with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus and intensity, yet remain optimistic and persistent even under adversity; open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The working hours will be set sometime between 7:00 a.m. and 6:00 p.m., Monday through Friday. While at their base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will work in a high-rise building.

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