

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Division of Design, Office of Strategic Info. & Buss. Mgmt.	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Value Analysis Program Support	913-200-5393-001	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 direction of the Chief of the Office of Special Projects, the incumbent is responsible for the administrative assistance and support for the Value Analysis (VA) Program. The duties include the initiation, fiscal management and tracking of VA contracts, in accordance to the VA Contract Management Guidelines. In cooperation with the VA Program Manager as lead, the incumbent is expected to work closely with the districts and the selected VA consultant(s) and take initiative in pursuing the course of action that will most effectively and efficiently serve Departmental and Division goals and objectives.

TYPICAL DUTIES:

Percentage		Job Description
	Essential (E)/Marginal (M) ¹	
40%	E	Fiscal Management of VA consultant service by tracking current contract capacity, annual allocations, and task order balances; reviewing invoices submitted by the consultant for contract compliance, preparing receiving records for payment by Accounts Payable in accordance with current Department practices; maintaining contract data for standard and ad hoc reporting; and coordinating with Accounting to ensure proper charging practices.
30%	E	Initiate, review and prepare task orders for approval in accordance with the current VA Contract Management Guidelines.
10%	E	Assist or take the lead in initiating contracts with Value Analysis (VA) consultants for statewide on-call services for VA Studies and maintain contract files.
15%	M	Maintain database to monitor the progress and results of VA studies and to provide end of year reports of the Value Analysis Program.
5%	M	Assist and support other programs within the Office of Special Projects.

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

Incumbent is not responsible for direct supervision of staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of Caltrans' organization, Departmental policies, administrative and budget processes. Knowledge of the Department's project delivery policies, procedures, and other factors relating to the design of transportation facilities is desirable.

The incumbent must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate actions, and plan accordingly to carry out assigned duties. Incumbent must be creative and innovative, identify deficiencies and make improvement to achieve program goals. The incumbent must be able to inspire teamwork and coordination and make objective recommendations on issues relating to the VA process. Incumbent must be effective in communication with management, industry representatives, and the general public on issues involving transportation.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inadequate consideration of independent action and decisions in the VA process could result in economic loss to users and the Department as well as loss of credibility with external entities.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain personal contact and cooperative working relationships with districts, Headquarter personnel and management, and outside consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position will require minimal travel, an excellent state of mind, and the ability to make clear, timely judgments. It also requires teamwork orientation to openly discuss issues and reach consensus.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The use of a desktop computer is essential. Potential travel will subject the incumbent to the typical rigors of air; auto and transit travel and overnight hotel stays.

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
