

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

<p>CLASSIFICATION TITLE Associate Governmental Program Analyst</p>	<p>OFFICE/BRANCH/SECTIONS HQ/Division of Traffic Operations Office of Budgets and Administration Budget Services Branch</p>	
<p>WORKING TITLE Program Budget Analyst</p>	<p>POSITION NUMBER 913-350-5393-xxx</p>	<p>EFFECTIVE</p>

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 Budget Services Branch Chief (Staff Services Manager I), the Associate Governmental Program Analyst serves as Division of Traffic Operation’s Program Budget Analyst at the fully journey level to perform more responsible, varied, and complex technical analytical staff services assignments. In a team environment and independently, the incumbent will analyze issues, reason logically and creatively, develop courses of action, make recommendations, and develop reports regarding the Traffic Operations Statewide Program’s allocations, operating expenses, personal services, and positions. The incumbent will support and promote a positive work environment and develop productive relationships with all staff and the public in an ethical and professional manner.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% (E)	<p>Statewide Resources Work with assigned office chiefs and districts to ensure business and budget needs are met by discussing expenditures, procurements, contracts, special projects, workload and un-resourced needs. Inform management of budget and workload issues and recommended solutions and alternatives. Analyze expenditures (including labor hours, personal service dollars and operating expense charges and encumbrances) and coordinate or assist with corrections. Provides contract and procurement support (such as information technology contracts, service contracts, interagency agreements, reimbursement, grants, etc.) to functional managers and contract managers and from time to time assist district personnel. Prepare monthly Cost Report and verify with contract managers. Oversee and analyze statewide expenditures; prepare District Spending Plans and Office Chief reports and make recommendations for corrective actions to avoid over-expenditures. Respond to concerns and questions from headquarter and district personnel regarding availability and proper usage of Statewide resources.</p>

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.

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25% (E) **Budget Development and Monitoring**

Support the Division's workload management process and movement to performance based budgeting. Participate in all aspects of the Programs Operating Expense and Personal Service (dollars and positions) budgets development and is responsible for activities, such as the following:

- Developing timelines and templates to be used for to justify requests for dollars or positions.
- Facilitating the reviews of resource requests to assure the budget can be delivered timely, including evaluating resource requests for their conformity with the Assistant Division Chiefs' directives.
- Making presentations, training division staff statewide and answering questions on the budget process.

Coordinates statewide with district and headquarters staff and management to identify and make mid-year Operating Expense, Personal Services, and Position allocation adjustments.

20% (E) **Fund Management**

Coordinates with other Caltrans' Divisions and districts to gather information to assure funds are properly used. Prepares monthly status reports on the Division's funds. Prepares standard and custom reports for all levels of management in headquarters and districts using Microsoft Excel, AMS Advantage, InfoAdvantage, Enterprise Datalink and other reporting resources. Use AMS Advantage or Enterprise Datalink to query allocation and expenditure data to develop standard and custom allocation and expenditure reports in AMS, Enterprise Datalink and Microsoft Excel with breakdowns such as district, functional areas, project code, issue codes, object class, fund, and reporting code. Incumbent is responsible for the timely, independent, and accurate production of reports and information in response to customer requests and on a routine monthly or quarterly basis.

- 15% (E) Prepare and provide guidance on technical budget documents including Budget Concept Papers, Budget Change Proposals, Finance Letters, Section 26s, 27s and 28s, budget revisions. Implement Finance Letters and Executive Orders by developing policy and procedure recommendations. Prepare responses for others and respond to information requests from the Division of Budgets, Legislative Analyst's Office, Department of Finance and others. Participates on special project teams, vendor selection committees, and other special projects as assigned. Prepare work plans, issue papers, status reports, spreadsheets, e-mails, and other types of correspondence as required. Actively participate in Division improvement efforts, quarterly all staff meetings, maintenance and operations budget efforts, etc. Attend meetings or conduct meetings in the Branch Chief's absence and help resolve internal workload issues. Perform special assignments as needed. Provide back-up or assistance to other Budget Services Branch staff as required.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. However, there is extensive coordination with Division office chiefs and functional managers, as well as statewide staff. The incumbent may be a lead person on complex division or statewide assignments and organize the work of peers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's mission & vision, goals and values; organizational structure; Director's Policies and Deputy Directives; Division principles; and Office/Branch functions, procedures and processes is desirable.

Ability to: Reason logically and creatively and use a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate procedures, policies and program alternatives; make recommendation on a broad spectrum of budgeting, accounting and program issues; analyze data and present ideas and information effectively both orally and in writing; consult with and advise managers on the impact on several subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; effectively participate as a member or coordinator of an interdisciplinary team(s) to conduct of studies, develop or implement policies and procedures; manage a complex program; establish and maintain project priorities; and develop and effectively utilize all available resources. Ability to research problems, identify and consider all appropriate factors, and develop alternatives and recommendations. Also requires the ability to comprehend and analyze the contents of various system-generated reports.

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Working effectively and cooperatively with other team members to achieve common goals, and complete assignments in a group setting.

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Revised: October 2013

Last Reviewed: 9/1/15

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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 budget and have an impact on the Traffic Operations Program's ability to accomplish its goals, objectives, and responsibilities. Poor analysis can lead to: serious misjudgement in the planning of program dollars, constrain the Program's ability to meet its commitments with internal and external customers; potential delays in awarding contracts, and strained working relationships with internal and external customers.

PUBLIC AND INTERNAL CONTACTS

The position requires daily contact with all levels of departmental management. This includes, but is not limited to developing and maintaining cooperative working relationships with Headquarters' Budget Office, the Division's Office Chiefs, traffic engineers and planners, and on occasion District managers and staff to ascertain and incorporate their needs into the budget process as well as to resolve budgeting and accounting issues and complaints.

The incumbent is expected to treat everyone professionally and with courtesy, dignity, and respect; develop and maintain positive working relationships, present a positive, helpful attitude and be responsive to assignments, deadlines, inquiries, phone calls, e-mails, etc.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to do the following: Sit for long periods of time using a keyboard and monitor display; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multitask; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be able to perform effectively under rigid time constraints and pressures.

WORK ENVIRONMENT

The incumbent will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 7:00 a.m. and 5:00 p.m. Overtime may be necessary and vacations may be restricted during peak workload times.

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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)

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Supervisor (Signature)

Date
