

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 56 / Maintenance / Budgets and Planning	
WORKING TITLE Budget Analyst	POSITION NUMBER 913-660-5393-XXX	EFFECTIVE DATE

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 direction of the Chief, Budget Planning Branch, a Staff Services Manager I, the Associate Governmental Program Analyst is responsible for the analysis and management of the allocations and expenditures for District 56, statewide Maintenance allocations controlled through District 56, and cross functional allocations and expenditures for all other Headquarters Districts. The incumbent acts independently, performing critical program workload. The incumbent must have regular and punctual attendance in order to maintain the budgetary requirements.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Develops, monitors, and manages; the allocations and expenditures for District 56, statewide Maintenance allocations controlled through District 56, and cross functional allocations and expenditures for all other Headquarters Districts. Makes recommendations on allocations of District 56 budget to Office Chiefs. Analyzes ongoing budget status. Coordinates annual memorandum of understanding process with various service providers. Provides management with regular and ad hoc reports on current budgetary status.
40% E	Develops strategies for maximizing resources in response to changes in various program requirements. Analyzes financial packages related to implementing of the core program budget strategies. Recommends allocation process options and future Budget Change Proposals considering core program business plans. Develops reporting systems, as needed, relating to core program business plans. Analyzes current method for accounting of program budget and coordinates with the Division of Accounting for any needed changes.
10% M	Researches problems with Project Numbers. Processes requests for new Project Numbers. Updates Project Numbers. Verifies status of Project Numbers.

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

None, but will act as lead over task forces that may need to be convened.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a complete journey-level understanding of the Department of Transportation's (DOT) financial reporting processes, including the impact of core program management on the process. Must have a familiarity with the various financial accounting systems. Must have an understanding of the DOT budget process and reporting requirements. Must have a high level of expertise in: communicating effectively in writing and orally; working cooperatively with management; accomplishing goals; being sensitive to and working with political interests; making effective presentations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to provide management information on the use of DOT resources could negatively impact the effective management of resources. This would affect the Department of Transportation's basic mission of providing a means for safe, expeditious transportation throughout the State.

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PUBLIC AND INTERNAL CONTACTS

Develop and maintain cooperative working relationships with Headquarters managers and analysts. Incumbent will have frequent contact with Division of Accounting, Division of Budgets and other program users of Maintenance provided services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time while analyzing data and using a keyboard to input data into spreadsheets and reports. The ability to work independently, sometimes under heavy time constraints, is required. Incumbent must possess the ability to deal with difficult situations and address client concerns in a professional manner. Occasional overtime and travel is required.

WORK ENVIRONMENT

The incumbent will work on the third floor of a six-floor office building, in the downtown area of Sacramento. The office environment is comprised of modular furniture and open space - in a team setup. Meetings are held at various sites in the Sacramento area.

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