STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 56/Maintenance/Office of Major Maintenance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Major Maintenance Support Analyst	913-660-5393-XXX	

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 the Staff Services Manager I, the Associate Governmental Program Analyst functions as the Major Maintenance Support Analyst for the Highway Maintenance (HM)-3 Structures Program, HM-4 Traffic Electrical Guidance Program, and HM5 Maintenance Facilities Program. The incumbent is responsible for tracking major maintenance projects and reporting on project allocations and expenditures.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Working closely with the HM Program Advisors, track projects through the Office Engineer or DPAC process to completion. Monitors project allocations and expenditures for the HM3, HM4, and HM5 programs and identifies potential excess funds for reinvestment. Coordinate with Office Engineers to assure projects are advertised appropriately based on the Maintenance Work Plan. Coordinate with Division of Accounting and District Project Control to ensure funds are encumbered based on planned funding. Work with District Maintenance Engineers and Project Control staff in resolving any project overruns or under runs and make expenditure adjustments if necessary.
25%	E	Review work plans and ensure project information and support resources are accurately captured on the statewide list. Work with HM Program Advisors, Structures Reviewers and District Maintenance Engineers in resolving any issues regarding work plans. Ensure only approved projects are authorized for advertisement. Review award documents to ensure project allotments are accurate and projects are coded appropriately in Advantage. Act as a liaison between Program Advisors and HQ Maintenance Budget staff on any funding needs and issues related to HM projects.
15%	E	Lead Analyst on HM3, HM4, and HM5 Program studies which will involve collection of data, interpretation of findings, and documentation and reporting of findings in a structured format. Interpret data to calculate additional support resource needs. The AGPA leads in the development of the HM Program checkbooks and works closely with project engineers providing functional direction and guidance to resolve funding issues district specific and statewide.
10%	M	Prepare power point presentations for Districts and provide training to the Districts sharing tools to assist in managing allocated resources for Major Maintenance projects. Regarding historical, allocated, encumbered and expended amounts.
5%	M	Assist in the coordination of Statewide meetings.

[1]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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a complete journey level understanding of the Department's financial reporting processes, as well as the ability to navigate the various financial accounting systems. Incumbent must also be familiar with the Department's contracting processes. Incumbent must have an understanding of the Division of Maintenance's strategic plan (business

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plan). Incumbent must have a high level of expertise in communicating effectively in writing and orally; working cooperatively with all management; negotiating resolutions to issues or problems accomplishing goals; being sensitive to and working with political interests; and making effective presentations.

This position requires the ability to interpret fiscal data and provide multiple budget model options to enable the optimal management decisions. 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 recommendations to management in a structured, professional manner. It requires the ability to identify the relative merits of critical operations determined from analysis to support determining optimal courses of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for identifying, recommending, and implementing the Division of Maintenance's Major Maintenance Program such that optimal accomplishment of the Division's goals and objectives are met. Consequences of error include the potential for over/understanding program financial requirements and misallocating resources between districts, resulting in sub-optimizing the implementation of the program strategic plan and/or leaving resources over or under spent. Additionally, the Legislative mandated the development of a 5-Year Maintenance Plan. This plan is monitored by the Department of Finance, the Legislative Analyst Office and the Legislature. Failure to deliver the Plan, including the necessary project and corresponding resources, would be detrimental to the Program and the Department, results in a loss of credibility with the potential of impacting future funding requests.

PUBLIC AND INTERNAL CONTACTS

The incumbent has close contact with the District HM Engineers, Headquarters (HQ) HM Program Managers, and HQ Program Advisors, Region Managers, and Headquarters Office Chiefs. Incumbent will also have contact with Office Engineers, District Budget staff, Accounting, and other governmental agencies.

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.

WORK ENVIRONMENT

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

Statewide travel is required.

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.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE