

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Government Program Analyst	OFFICE/BRANCH/SECTION North Region - Right of Way (Eureka)	
WORKING TITLE Project Delivery Support, District 1 Right of Way	POSITION NUMBER 927-400-5393-	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 direction of the Senior Right of Way Agent, the incumbent is responsible for independently performing complex and varied administrative duties involved in the monitoring and managing of data for Right of Way project delivery supporting the Project Delivery, Planning and Management, and Project Coordination unit. Incumbent is responsible for reliable Right of Way Capital Expenditure and budgeting coordination.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	<p>Responsible for monitoring and reporting of project schedules and support resources, coordination of work inputs and deliverables and completion of R/W Certifications. Provide support of Right of Way (R/W) project delivery and coordination, monitor and coordinate work inputs such as requests for estimates, Permits to Enter, and mapping. Coordinate with Project Delivery senior to develop Work Plans, status projects, and provide project performance reports. Work with Program/Project Management to assure needed R/W Capital is programmed. Monitor resource expenditures and changes to project schedules and categories, make adjustments to the Regional R/W Database and PMCS, as required.</p> <p>Review and coordinate deliverables, confirm clearance of right of way in accordance with the Right of Way manual and review, analyze and prepare R/W certifications for all projects. Maintain ROWMIS, PRSM and other Regional R/W database information on all District projects. Using PRSM, manage tasks, support resources and project schedules.</p>
40% E	<p>Perform independently in the Planning and Management area by requesting and managing capital funds for R/W. Review and analyze appropriate funding sources for various projects through CTIPS and Cooperative Agreements, processing requests for federal reimbursement using the FADS system, setting up and tracking funds through AMS Advantage and regional ledgers, and processing payments and encumbrances to Accounting.</p> <p>Request and manage the District's Right of Way capital program. Analyze funding sources for various projects through project programming sheets, using CTIPS, and reviewing cooperative agreements. Assist Project Delivery Seniors and Planning and Management to ensure allocations requested meet project delivery commitments. Set up appropriate coding in Advantage to capture and correctly document capital resources for each project and in requesting Federal Aid using the FADS system.</p> <p>Verify R/W Capital allocations on Headquarters or Regional R/W allocations list, including Minor projects, reimbursable allocations and, as needed, initiate request for R/W fund allocations to cover fiscal year expenditures. Verify projects meet fiscal year spending criteria. Verify project programming in CTIPS for all major projects. Monitor capital expenditures and annual allocation amounts for every project to ensure that spending is within authorized amounts. Monitor and balance capital shown in PMCS with current fiscal year allocation and programmed capital approved by California Transportation Commission.</p>

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Work with the Title/Escrow Manager in Marysville R/W and Eureka R/W Engineering staff to verify appropriate parcels and project numbers for payment of Title and Escrow invoices.

- 10% E Responsible for accurate data entry for Capital programmed dollars, encumbrances, expenditures, schedules, and project delivery information into various data systems. Input capital requirements from the datasheets/estimates and other sources into various computer systems, including the Regional R/W database, PMCS, ROWMIS and PRSM. Prepare R/W Pre-Status documents, coordination of R/W Pre-Status Meeting and coordination with Project Management.
- 10% M Participate in Regional Status, Pre-Status, Planning and Management and Project Coordination meetings as well as special project meetings. Attend Planning and Management and Project Coordination Management Council and Hot Topic meetings. Create ad hoc reports for management that provide capital and support resource information by project and program. May serve on quality teams.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have general knowledge of Right of Way procedures and processes. Must have the ability to independently gather and analyze data, reason logically, make appropriate recommendations and develop solutions to budgetary and Planning and Management problems. Must have good organizational and computer skills, the ability to work with a variety of database systems and software including Microsoft Access and Excel. Must possess ability to handle multiple priorities, work in a team environment while working closely and efficiently with others and the ability to develop and implement new and revised procedures.

Must have the ability to confer with all levels of management and coworkers concerning the functions of this position. Must have the capability of developing and maintaining rapport with Headquarters Right of Way, other organizations, and the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for reliable Right of Way Capital Expenditure and budgeting coordination. Consequences of failure in this responsibility can result in the failure to meet financial obligations, which can have a detrimental impact on project delivery. This could disrupt community plans and Statewide funding and planning schedules, and could also result in loss of funding, loss of Federal participation as well as adding additional project and program cost.

Responsible for accurate data entry for Capital programmed dollars, encumbrances, expenditures, schedules, and project delivery information into various data systems. Failure to keep various data systems updated correctly and provide accurate reports as required could result in management making bad decisions or reporting inaccurate information to Headquarters and possibly to the California Transportation Commission. This could result in considerable additional work to make corrections and could adversely impact affected transportation projects.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of management and coworkers, Headquarters Right of Way, other organizations, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and display terminal. May require sitting for prolonged periods while analyzing both printed and electronic data. Physical requirements include ability to: file, use various types of copy and facsimile equipment.

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Mental requirements include the ability to: Be flexible. Ability to develop and maintain cooperative working relationships, remain calm, patient, professional and respectful when dealing with the public and others on sensitive issues, handle and respond to multiple tasks with ever changing priorities, processes and workload fluctuations. Maintain sustained and focused attention to detailed, complex, and varying assignments in a busy work environment.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting in a workstation with an open floor plan, cubicle-type office environment.

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