

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION North Region Construction	
WORKING TITLE Const. Project Schedule & Resource Coordinator	POSITION NUMBER 927-502-5393	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 an Area Construction Engineer, a Senior Transportation Engineer, the incumbent will be an expert in the use of the Project Resource and Scheduling Management, (PRSM), and the North Region Construction Project database; be familiar with the Caltrans Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS); the Caltrans project management process, including project scheduling and status processes; and Critical Path Method (CPM techniques). Incumbent is expected to work independently with a high degree of initiative and motivation, with the ability to maintain cooperative working relationships with both internal and external customers.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	The incumbent, in support of and in coordination with the Area Construction Engineers, and the North Region Construction Manager, West, manages project workplans utilizing PRSM and the North Region Construction database. Develops resource reports (planned vs. actual expenditures) on individual projects and total program workload, to allow Construction Engineers to make project schedule adjustments, and assign resources to accomplish construction of projects. Analyzes and estimates resource needs for new projects.
15% E	Analyzes and forecasts project data to alert Construction Engineers and Managers to possible schedule or resource problems, functional workload peaks, or other conditions, which may shift resource needs. Resolves conflicts between Project Managers and Construction Engineers when approved resources are less than proposed.
15% E	Creates and maintains quarterly Construction Workload Staffing Plans. Analyzes project histories, and develops reports of Construction Support Costs to Capital Construction Costs in order to forecast future project resource needs. Develops standard managerial and functional reporting processes and products, and compiles and analyzes monthly status data and summaries.
15% E	The incumbent provides mentoring and assistance to Area Construction Engineers and Resident Engineers in project resourcing. Takes lead on special projects for the Area Construction Manager.
5% M	The incumbent will oversee and report on Calcard purchases, and will initiate, analyze, process, and monitor purchase requests, service contracts, and related documents for North Region Construction West. Manages the Student Assistant Program for North Region Construction West.

<sup>1</sup>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**

The incumbent must have a thorough understanding of project scheduling and resourcing, including the programs and tools used by Caltrans in this effort. Must be able to modify, analyze and evaluate project resource needs with minimal direction. Must have the ability to forecast and anticipate problems arising in project resource loads, and identify and recommend solutions affecting resource needs to the Area Construction Engineers and NR Construction Manager.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccuracies in analysis may result in inadequate resources to staff construction projects. This could result in the inability to deliver the highest quality highway facilities, and could delay project construction.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must maintain strong working relationships with the Area Construction Engineers and Managers, Project Managers, and other Functional Managers, and work effectively with the Project Management Support Unit.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must be able to adapt to changing workloads and priorities. Must be able to work within short timeframes and deadlines. Must be able to negotiate and help resolve conflicts between competing needs of your clients.

**WORK ENVIRONMENT**

The incumbent will work in a climate-controlled environment with artificial lighting. Employee, at times, will be required to travel to various field offices and districts within the North Region.

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