

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D10/Right of Way/Planning & Management	
WORKING TITLE Project Resource Administrator	POSITION NUMBER 931-400-5393-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the direction of a Senior Right of Way Agent Branch Chief, the incumbent is responsible for providing consultative services on Right of Way Capital issues to various Right of Way sections and others in the District that may affect the Right of Way Capital Program. The incumbent independently performs complex and varied administrative duties involved in Capital budgeting and monitoring, project scheduling and funding, and spending projections. Incumbent independently defines the problems, researches the relevant factors and performs an in-depth analysis of complex and technical data sets.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	<p>Serve as the District's Right of Way (R/W) Resources Administrator. Monitor R/W Capital Allocation Plan. Verify that projects meet R/W capital spending criteria. Monitor expectations, annual allocation amounts and programming for all R/W capital projects, including Major, Minor, Special funded and Reimbursement projects to ensure that spending for each project is within the project's programmed amount and consistent therewith; and the district's R/W allocations of state, federal, special funded and reimbursement dollars for the fiscal years are not exceeded.</p> <p>Serve as district R/W Resource Analyst in the Department's financial system (AMS Advantage). Approve all expenditures and certify that budgeted funds are available for the period and purpose of each expenditure incurred as required by law.</p> <p>Update the fiscal year R/W Capital Allocation Plan. Review and evaluate capital expenditure, allocation and programming for each project and initiate timely request for fund allocation and program augmentation to cover fiscal year expenditure to prevent project delivery disruption due to inadequate funding to complete and clear right of way for construction. Identify the projected fund surpluses and reverted back to HQ R/W for re-allocation including the dis-encumbrance of funds.</p> <p>Forecast, identify and analyze funding and financial problems and develop alternative supported solutions. Summarize and recommend the most appropriate course of action and beneficial solution that includes consideration of budgetary constraints, project delivery requirements, compliance with state and federal laws and regulations, departmental policy and Local fund effect to management.</p> <p>Coordinate with R/W management and project coordinators to develop and maintain spending plans that provide specific direction for spending from multiple funding sources, including Final Cost Estimates.</p>
30% E	<p>Research project information and analyze funding sources for R/W capital projects. Create appropriate coding in the tables in Accounting's financial system to capture and document correct capital resources for each project. Ensure all projects for R/W capital are correctly created, properly maintained and adequately funded in Advantage. Determine the need to set up earmark phases for a project and allocate appropriate funding to these phases.</p> <p>Process fund encumbrances and invoice payments. Assign the appropriate project phase and fund types; certify funding availability, ensure correct coding of information and appropriate use of</p>

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funds. Record each capital encumbrance and expenditure in the district ledger.

Work with Accounting and HQ R/W to develop and improve coding requirements and/or payment processes and procedures to cover extant and new situations.

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|-----|---|---|
| 20% | E | Establish Expenditures Authorization (EA) for Right of Way activities, ensure correct coding, funding, fiscal year and resourcing for EA Phase 2 and 9 activities in Advantage utilizing applicable Co-Operative Agreements, CTIPS, PMCS, and AMS Advantage. Manage EA Cost Screens and expenditure lines between fiscal years.   |
| 10% | E | Review, interpret and analyze potential problems in cooperative agreements entered into between the department, private entities, local and other state agencies on the scope of work and fund sources. Monitor work progress and track expenditures to preempt cost over-runs, breach of agreement and potential delay in project delivery due to inadequate funding.  |
| 10% | M | Utilize Advantage, R/W databases and other available resources to create queries, tables, forms and reports; and to develop and maintain records and process ad hoc or appropriate budgetary status reports to meet the needs of management. Provide input and advice to help maintain, update and improve the statewide R/W Management Information System (ROWMIS). Serve on Quality teams for improving Planning and Management processes. Assist in performing other Planning and Management duties. |

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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve as a lead on specific assignments and provide guidance and training to other staff.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have good knowledge and understanding of the R/W policies, manuals, R/W Planning & Management procedures and a general knowledge of the department's programming, budgeting and accounting processes, and a general knowledge of federal funding regulations and guidelines.

Must be able to reason logically and creatively resolve problems and issues, independently gather and analyze data and information from numerous sources. The ability to communicate effectively, both orally and in writing, is a necessity. Ability to establish and maintain cooperative working relationships and provide effective customer service. Must be able to coordinate multiple priorities and work independently to schedule the work to accomplish the successful function of the unit in a timely manner. Must be able to complete assignments and perform with a high degree of independence of action and accuracy.

Other desirable experience, knowledge and abilities include:

Technical experience in budget analysis, budgeting and accounting processes and project management principles. Ability to quickly grasp new ideas and incorporate them into existing procedures. Ability to work independently as well as be part of a team. Knowledge of computer software programs and databases such as CTIPS, PMCS, FADS, ROWMIS, Excel, Word, Access, and Power Point. Ability to learn and excel in the department's financial system - ADVANTAGE.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for his/her decisions, actions, and the consequences of error. The incumbent will be responsible for performing his/her work in an accurate and timely manner by prioritizing tasks and exercising good judgment.

Poor decisions, judgments or recommendations could result in project delays, missed deadlines, inadequate allocations of resources, loss of revenues and federal funding, federal sanctions and/or penalties, inappropriate use of State funds, possible liability to the State and criticism from local public agencies, local planning organizations and elected officials

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and the public.

Without adequate funds being allocated and available, right of way cannot be acquired on schedule and delivered for construction. Effective performance of the requirements of this position, as they have now come to exist, is a critical contribution to support project delivery.

**PUBLIC AND INTERNAL CONTACTS**

Extensive contact with District Right of Way personnel, other District divisions, various Headquarters divisions, and staff. Infrequent contact with State, Federal agencies and the public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must be able to sit for long periods of time using the phone, keyboard/mouse and video display monitor while reading, preparing, or reviewing documents or attending meetings.

Must be capable of sustained mental activity needed for problem solving, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be organized in thought and procedure and must be able to think creatively and independently.

Emotional requirements include developing and maintaining cooperative working relationships in a multi-cultural and multi-social work force. Must be able to deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Required to consider and to respond appropriately to the needs, feelings, and capabilities of different people and different situations, must use fact and treat others with respect.

**WORK ENVIRONMENT**

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding an/or stressful. While at their base of operation, employee will work in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned workspace will be a workstation within an open floor plan, cubicle type office environment. Travel may be 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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE