STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Central Region/Construction/Office Administrator	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Field Office Budget & Resource Administrator	931-501-5393-XXX	

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 an Office Chief, the incumbent performs the more responsible, varied, and complex technical and analytical administrative tasks in support of Construction Management. Incumbent will utilize Project Resource and Schedule Management (PRSM), DES-OE Filemaker Pro 7, Online Project Information (OPI) and E-FIS/AMS Advantage systems.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	At a project specific level, incumbent independently develops, manages, and maintains the Districts State Furnished Materials Budgets utilizing a combination of AMS Advantage, Data Bases and Excel. Encumber money for, monitor, and maintain leases for multiple field construction offices. Initiate and develop service contracts for multiple field construction offices. Develop and maintain accurate financial records of construction contract expenditures. Monitor and report to management potential mischarging and overcharging of State Furnished Material budgets district wide on multiple projects. Provide Office Chief with reports of potential overcharging and erroneous charging.
30%	E	Manages the District's multiple Resident Engineer field office's (RE) Operating Expenses (OE). Analyzes, projects and evaluates monthly district/division expenditures for personal service dollars, overtime, travel, training, and general expenses to maintain budgets and to avoid over expenditure, and or misuse. Report to Office Chief discrepancies, potential shortfalls, and overages to allow for corrections. Prepares reports and graphs and provide resolutions for resource expenditures. Consult with the District Construction management team to identify resource needs. Monitor, recommend and implement solutions to district/division program budgetary issues. Prepare and present detailed expenditure, reports, charts, graphs and projection/forecasting reports for the District Construction Office Chief on various RE Office tracking requirements, including, but not limited to, office phones, cell phones, vehicles, service contracts, consultant usage, staffing needs, and mandatory training requirements. Advises the District Construction Office Chief and Senior TE level on the status of their respective budgets. Notifies management of potential savings and recommends budget adjustments to the Office Chief when policy, operation workload, and/or program changes dictate changes in budgetary requirements.
20%	E	Initiates and manages service contracts, develops the necessary scope of work and makes purchases with the CAL-Card. Incumbent is the payment contact for the multiple RE offices in the district. Advises Senior level staff of proper procedures for procurement, services, and opening/ closing of RE Offices. Independently monitors contracts to maintain the RE offices including developing detailed descriptions of services, requesting services, reviewing invoices, tracking expenditures, office space rent, and supplemental funds for all projects in the district. Process payments for rent and utilities for multiple RE offices in the district. Develop and maintain accurate financial records of construction contract expenditures, monitoring payments to the contractor to ensure that allotments are not exceeded. Responsible for reviewing multiple construction project contingencies so as they close those Expenditure Authorization (EA's) would be replaced by active

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		EA's. Ensure timely renewals or amendments for services. Audit, review, and process equipment purchase requests. Determine the priority to be given to documents, interpret problems and questions as they relate to the functions of the RE Offices.
10%	M	Access and research expenditure data from various departmental databases, i.e., E-FIS, AMS Advantage, OPI (Online Project Information) and Excel systems to interpret, analyze and prepare reports make recommendations and insure charging integrity. Investigates and reconciles coding errors. Develop, maintain, and monitor District budget tracking databases.
5%	M	Manages, audits and reviews the vehicle and cell phone inventory, expendable equipment and non-expendable equipment inventories for the district. Prepare monthly mileage report and ensures vehicle utilization. Manages District Construction IT resources.
5%	M	Attends training on current accounting procedures, changes, and updates (AMS Advantage/E-FIS) and disseminates the information and trains Office Engineers.

[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

None. May be called upon to act in absence of the supervisor for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Requires a thorough knowledge of the Department's budget process; departmental budget policies and procedures. The incumbent must possess good analytical skills and technical expertise in budgeting and have the capability to resolve budgetary issues.
Knowledge of principles of modern methods of public and business administration including organization, fiscal and personnel management, training and administrative analysis, principles and practices of general business management; modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation.
Must have knowledge of the basic principles of accounting, organization, management, research techniques, and statistical principles and procedures.
Must have the ability to work independently as a technical expert in budgets and the procurement process, make clear recommendations, set priorities, and meet deadlines. Must possess good interpersonal skills to work cooperatively with staff at all levels and have good communication skills both orally and in writing. Must have the ability to analyze a variety of problems, and situations, develop and execute an effective course of action.
Knowledge of the AMS Advantage System, Microsoft Office 2007, DES-OE, File maker Pro 7, Central Region OPI website. The ability to use and understand personal computers for word processing, database programs, and spreadsheets is required. Must be highly proficient in Microsoft Excel and Access. Must be able to develop tables, queries, and reports in Microsoft Access. Ability to analyze administrative problems and adopt an effective course of action; reason logically and creatively, consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and reviewed methods and procedures; establish and maintain cooperative working relationships; estimate and budget for future needs and cost of personnel and services; analyze data and present ideas and information effectively; provide accurate data; analyze and compile statistical data; demonstrate the capacity for assuming increasing administrative responsibility.
Must be able to project competence and integrity when representing Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to exercise correct and timely decision making or errors in the analysis of allocations and expenditures arising in the areas of responsibility, preparation of reports, documents, and correspondence could result in significant project cost overrun, time delays, or fiscal loss and substantial project delivery delay and /or operational time delays. Failure could lead to project cost overruns which lead management to request additional funds from such sources as G12 and the California Transportation Committee.

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PUBLIC AND INTERNAL CONTACTS

Has frequent contact with Resident Engineers; Office Engineers; Supervisors and Managers and their staff; and other State Departments and Headquarters in Sacramento.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability for repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be frequent. Must be able to transport variety of objects that are less or equal to 20 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and video display terminal.

Must be able to concentrate, formulate effective strategies, handle multiple tasks simultaneously, adapt to changes in priorities, and complete task or projects with short notice. Must be able to develop and maintain cooperative working relationships. Must be willing to do research and determine best means of obtaining data. Must be able to make decisions and analyze data in short turnaround time.

WORK ENVIRONMENT

While at the office employees will normally work in a climate-controlled office under artificial lighting. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Travel will be required between the various Resident Engineer Offices. Vacations may be restricted during peak times. Overtime may be required. Use of computer and other various office equipment is required. Job may have exposure to equipment, machinery, dust, and other indoor conditions.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials.

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