

(6)

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRANSPORTATION PLANNING  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Associate Government Program Analyst	Office of Program and Project Planning	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Associate Government Program Analyst		

**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 the Chief of the Office of Program and Project Planning, the incumbent serves as a budget and administrative liaison for the statewide Project Initiation Document (PID) Program. The incumbent is responsible for coordinating budget, accounting, personnel and administrative support efforts for the statewide PID Program.

**TYPICAL DUTIES:**

**Percentage    Job Description**

40% (E)    Programmatically administers the 40.50 Program budget, making recommendations for the distribution of resources received through the budget process to ensure program consistency. Monitor adherence to budget authority for the 40.50 Program by developing fiscal reports summarizing staff positions and expenditures using the Department's fiscal reporting system and recommending appropriate actions to keep spending within budgeted allocations. Identify and recommend adjustments in budget line items and spending to provide for mandated budgetary reductions/ savings. Coordinate with Division and District managers to process personnel or budget adjustments between districts, and regarding special functional support needs to analyze program issues for inclusion in reports.

35% (E)    Develops and produces the PID program budget change proposal (BCP) and finance letter (FL), and prepares responses to PID-related program inquiries and requests from the Division of Budgets and external agencies in a timely manner. Examples of requests include: responses to BCP and FL questions from the Department of Finance and Legislative consultants, responses to supplemental reporting language, and assisting the Division of Budgets in preparing PID program information/materials for budget briefings and hearings.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

(6)

- 15% (E) Formulate statewide PID Program reporting policies and procedures that address budgetary and work plan status issues. Provide and recommendations on how to establish new and/or amend existing policies and procedures.
- 10% (M) Leads in coordinating meetings, including the annual statewide PID meeting by reserving a meeting facility, production and distribution of necessary meeting materials, and coordination of statewide travel arrangements. Perform administrative functions in support of the Office of Program and Project Planning, including keeping the Office's intra and internet web pages up to date.

***SUPERVISION AND GUIDANCE RECEIVED***

The analyst receives analytical and technical direction from the Chief of the Office of Program and Project Planning. S/he independently develops methods appropriate and necessary to complete assigned tasks. Products receive a general review.

***SUPERVISION EXERCISED***

The Associate Government Program Analyst does not supervise but may act as lead worker for associate and/or entry-level staff in the office to complete certain assignments.

***KNOWLEDGE AND ABILITIES REQUIRED***

Knowledge and Abilities Required: Must have knowledge of the department's fiscal reporting systems, and budgeting and accounting processes. Must be able to work successfully both independently and as part of a team. Must be able to establish and maintain cooperative working relationships. Must be able to carry out assignments expeditiously, accurately and completely. Must collect, develop, categorize, maintain, and summarize information. Must be able to write clearly and concisely to effectively communicate fiscal and programmatic details. Must be capable of creative, logical thinking and open to new or different ideas and opinions. The incumbent must have the ability to utilize computer equipment and with programs such as Outlook, Excel, Word, database software and internet applications. The incumbent must be able to effectively and accurately exercise data management techniques including: formula writing, data filtering, data hyperlinking, and table and chart creation. Incumbent must be able to communicate clearly and effectively both verbally and in writing and be able to handle sensitive financial concerns expeditiously and with a strong sense for customer service. Must be familiar with current department policies, organizational programs, and practices in business plans and program management.

Analytical Requirements: Ability to reason logically and creatively using various analytical techniques; present recommendations and alternatives to management in oral and written form; evaluate program status and suggest improvements. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution, and make effective recommendations and proposals.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

(6)

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The analyst plays an important role in the development and management of a multi-million dollar budget. Responsibilities must be carried out in an expeditious and accurate manner. Recommendations made to statewide functional managers and District Planning managers will affect the operation of the statewide PID Program. Improper actions or inaccurate information may result in inaccurate representation of staffing needs, loss of program credibility with external agencies, and/or the development of inaccurate recommendations on which other rely.

***PUBLIC AND INTERNAL CONTACTS***

The incumbent must work cooperatively and effectively with various managers, transportation planners, and administrators associated with the statewide PID program throughout the department, and may be required to make informational presentations at meetings and workshops.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The employee is required to use a computer, monitor, keyboard and mouse; maintain long periods of concentration when doing analysis and data checking, and meet short deadlines.

***WORK ENVIRONMENT***

The environment includes working in a routine office setting 95% of the time. The remaining 5% of the time consists of traveling to outside locations for district staff meetings, conducting briefings/training, attending and/or speaking engagements at conferences and other special events.

(6)

I have read, understand, and certify that I can perform the duties listed above with or without reasonable accommodation. (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's Name

---

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

---

Supervisor's Name

---

Signature

Date

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Rev. 02/06