

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Research Analyst II	OFFICE/BRANCH/SECTION HQ/Budgets/Capital and Finance	
WORKING TITLE Research Analyst II	POSITION NUMBER 900-082-5731-924	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 Staff Services Manager I, Revenue Forecasting and Financial Analysis Branch, the Research Analyst II (RA II) is responsible for independently performing a wide variety of technical research, analytical, and consultative staff services assignments related to financial information for Caltrans' various funds & accounts including the State Highway Account (SHA), which is Caltrans' largest and most complex fund. The incumbent is also responsible for evaluating changes to Caltrans' programs and assessing the impact on future resources and commitments. The incumbent must demonstrate consistency, prudence, initiative, and the ability to complete very detailed and accurate work with a high degree of independence and originality in performing the following job functions:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Develop and modify financial models using statistical trend analysis to forecast and monitor the cash balances of various funds and accounts, including the SHA. Independently develop, analyze, and research methodologies to regularly update and maintain computer models used to forecast revenue and expenditure trends. Monitor and reconcile actual data as compared to projections, and identify and research variances, assess impacts, and notify management of potential effects. Forecast and monitor the cash needs of assigned accounts and funds based upon projected revenues and expenditures. Independently research, collect, analyze, and organize financial information on a variety of subjects impacting Caltrans' various funds and accounts. Initiate and independently analyze all activity for the incumbent's assigned funds, and provide weekly, monthly, quarterly, and annual reports to management regarding the status of the funds.
35% E	Complete Fund Condition Statements and Schedule 10Rs as part of the annual Budget development process. Formulate in depth responses to financial drills and requests initiated by both internal and external sources regarding Caltrans' revenues, expenditures, funding, programs, accounts and other financial information. Complete complex analyses, using various analytical techniques, on a variety of matters that could impact Caltrans resources, including (but not limited to): fuel consumption trends, changes in legislation relating to transportation resources, short-term and long-term loans, and ensuring accurate distribution of tax revenues. Design and implement research projects pertaining to financial and budget reporting for presentation to the California Transportation Commission and to Caltrans management.
15% E	Apply complex and varied analytical techniques in evaluating proposed and new legislation in order to determine and report possible impacts on Caltrans' resources and programs. Design and implement research-related projects and/or develop policies and procedures related to various financial information or new legislation.
5% M	Other duties as required.

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; however, the incumbent may act as a lead person in coordinating the work of others for large projects. Incumbent may also be required to provide training to others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The RA II in this position must possess extensive computer skills (including Excel and Word), excellent writing skills, knowledge of budget development, and an understanding of accounting, economics, statistics, and forecasting methods.

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Incumbent must have the ability to reason logically and use various analytical techniques to evaluate financial, budgetary and economic issues and make recommendations: monitor and evaluate financial and budget data that covers a wide range of activities; evaluate the completeness and reliability of financial data; and consistently practice the principles of completed staff work, which includes being able to detect problems and make decisions to expeditiously make corrections.

The RA II must demonstrate the ability to analyze problems accurately, develop appropriate solutions and recommend effective optional courses of action; identify improvements and to originate and develop new solutions which depart from traditional and existing patterns; and assume increased responsibility and exercise flexibility.

Incumbent must have the ability to communicate effectively; prepare and present technical information in a format that emphasizes the points that are most meaningful for management; establish and maintain cooperative working relationships; and work effectively with others to develop, design, and implement solutions to sensitive and complex problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors or misrepresentation of facts can lead to serious consequences including, but not limited to; fund insolvency, loss of federal reimbursement eligibility, damage to the Caltrans' reputation, misjudgment in the planning of transportation expenditures, critical loss of certainty in revenue and financial forecasting, and Caltrans being in violation of constitutional or statutory requirements pertaining to the use of transportation resources. The incumbent must assume responsibility, and be able to provide defensible documentation, for decisions and recommendations made.

Incumbent is responsible for reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect.

PUBLIC AND INTERNAL CONTACTS

This position is involved in politically sensitive issues related to transportation funding and often requires rapid responses to internal and external sources. The incumbent will have frequent contact with the Department of Finance, plus all levels of Caltrans management and staff. In addition, the incumbent may occasionally be required to contact the California Transportation Commission, State Controller's Office, Board of Equalization, and other State agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to do the following: sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp and retain the essence of new information; master new technical knowledge; multitask; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Incumbent must be able to perform job duties effectively under rigid time constraints and pressure.

WORK ENVIRONMENT

Employee will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 7:00 a.m. and 6:00 p.m. Overtime may be required during time of peak workload.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
