CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Analyst	**DISTRICT/DIVISION/OFFICE** 22/ Division of Business, Facilities and Security /Resource Planning and Policy Office	
WORKING TITLE Assistant Program Budgets Analyst	**POSITION NUMBER** 702-046-5157-xxx	**EFFECTIVE**

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 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 direct supervision of a Staff Services Manager I, the incumbent assists in providing statewide budgetary support for the Administration Program and its supported districts and divisions. In this capacity, the incumbent assists in researching, analyzing and monitoring the allocation, expenditures and management of the statewide and divisional budgets in the program including Personal Services, Position Management, and Operating Expenses. This position also assists in providing recommendations and reports to management that document the status of the Administration Program's fiscal situation and trend analysis. Other tasks include but not limited to analyzing, reviewing and evaluating budget documentation; assisting in providing recommendations to ensure that the Administration program and its district and divisions continue on the proper financial course; and assist in taking a proactive role in correcting discrepancies.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
50% (E)	Under direct supervision, assist in administering the budget for the statewide Administration Program by preparing and recommending approval of the allocation of financial resources including personal services and operating expense; assist in evaluating expenditures and projections for accuracy and consistency against encumbrances by program, fund source and category; recommending corrective action if necessary. This includes extracting reports from the Enterprise Resource Planning Financial InfraStructure (EFIS), Enterprise Datalink and other budget monitoring systems and departmental databases. Creates, modifies and maintains monthly spreadsheets reflecting statewide and division allocation, expenditures and projections.
25% (E)	Under direct supervision, assist in correcting all issues related to charging practices, chargeback, etc. Assist in analyzing accounting and budget documents and making recommendations to ensure that the Administration Program maintains budget control by program and fund source. Assist the Division of Budgets in providing guidance to the

Administration Programs customers on Budget Change Proposals, Finance Letters and other budgetary issues.

20% (E) Under direct supervision, assist in preparing written recommendations and/or analysis, when requested, as it relates to special assignments or projects. Responds to questions posed by the Division of Budgets and districts. Process purchase requests for office supplies using the CalCard process and AMS Advantage.

5% (M) Under direct supervision, assist in preparing miscellaneous reports, answer requests for information from management and other assignments.

SUPERVISION EXERCISED OVER OTHERS

The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The position requires knowledge of the Department's statewide organizational structure, knowledge of the state budget development process, and principles and current trends in administrative functions as they relate to resource management practices and program evaluation. Must have knowledge of the Department's vision, mission, and goals.

The incumbent must have knowledge of personal computer applications, software, spreadsheets, databases, and become knowledgeable and proficient on the Enterprise Resource Planning Financial InfraStructure (EFIS), Enterprise Datalink and other budget monitoring databases.

The incumbent must have the ability to reason logically and creatively; use various analytical techniques to resolve complex budgetary problems, develop and evaluate alternatives, and draw sound conclusions; and present recommendations and information through oral and written communication methods to management on matters relating to the program budget. Must be able to establish and maintain priorities and a level of professional integrity to ensure that the best interests of Administration and the Department are served. The incumbent must also have the ability to work well in the interdisciplinary team concept and be able to function in a lead capacity when called upon.

The incumbent must have the ability to establish and maintain cooperative working relationships with departmental staff at all levels within the Department. In addition, the incumbent must be able to speak and write effectively and adopt an effective course of action; develop effective management reports and recommendations based upon sound logical conclusions; maintain confidentiality; and develop and maintain team effort and cooperation among staff.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

The incumbent will have a significant impact on Administration's ability to carry out its program responsibilities. Good judgement, tact, and the ability to work independently and to communicate effectively are expected of the incumbent. Budget and resource management errors could result in improper management decisions at all levels, inaccurate financial reporting, and mismanagement of departmental funds, incorrect budget decisions and noncompliance with statutory requirements. Poor judgement in any of these areas would severely constrain Administration's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains communication with all levels of Department staff, including executive staff, for the purpose of providing guidance and direction, and works closely with liaisons in Accounting and Budgets, as well as the districts and divisions. All contacts require tact and sensitivity.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical – The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be requested to travel occasionally to address resource issues with District staff. May be requested to travel between various Caltrans Sacramento offices to attend meetings.

Mental - The incumbent must be able to read and understand a variety of accounting, budgetary, and word processing documents. Must have the ability to multi-task, adapt to changes in priorities, and produce completed staff work on short notice.

Emotional – The incumbent must be customer service oriented. All positions within this Office require interaction with people at all levels within the organization. It is very important that the incumbent possess the ability to work with others in a positive and cooperative manner. The incumbent may be subject to, and have the ability to, handle irate employees in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and professionally. Must deal effectively with pressure while maintaining focus and remaining positive, optimistic, and persistent even under adversity.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting environment with artificial and natural lighting. The incumbent will occasionally take transportation or walk to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print) Employee signature Date

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

Supervisor Name (please print) Supervisor signature Date