

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE 22/ Workforce Planning and Development /Resource Planning and Policy Office	
WORKING TITLE 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 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 general direction of a Staff Services Manager I, the incumbent assists in providing statewide budgetary support for the Administration Program and its supported districts and divisions. This position ensures and facilitates completed staff work on budgetary issues and policy matters of critical concern. In this capacity, the incumbent assists in researching, analyzing and monitoring of the allocation, expenditures and management of the statewide and divisional budgets in the Administration Program. This includes Personal Services, PY's, and Operating Expenses. This position assists in providing recommendations to management including reports that document the status of their fiscal situation and trend analysis. Other tasks include analyzing, reviewing and evaluating budget documentation; assist in making recommendations to ensure that the Administration program and its divisions continue on the proper course; and taking a proactive role in correcting discrepancies.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% (E)	Assists in administering the budgetary process for the statewide Administration Program and each division's budget within Administration by preparing and recommending approval of the allocation of financial resources including personal services, operating expense, in-state and out-of-state travel, equipment, professional and technical services, training and general expense. Evaluates expenditures and projections for accuracy and consistency against encumbrances by program, fund source and category; and recommends corrective action if necessary. This includes extracting reports from the Enterprise Resource Planning Financial InfraStructure (EFIS) and other budgetary databases. Creates, modifies and maintains monthly spreadsheets reflecting statewide and division allocation, expenditures and projections as well as contract data. After thorough research and analysis, assists management in making monetary plans for the remainder of the fiscal year and works with management to address their budget needs.
25% (E)	Assists as liaison to Accounting and Budgets for all issues related to charging practices and invoice billing issues, proration, chargeback, reimbursements, etc. Analyzes accounting and

budget documents and assists in making recommendations to ensure that the Administration program maintains budget control by program and fund source. Assists in establishing, maintaining and providing guidance and direction on expenditure authorization codes, special designations, and other codes identified in the Accounting Coding Manual. Works with the Division of Budgets and assists in providing guidance to the Administration Programs customers on Budget Change Proposals, Finance Letters and other budgetary issues.

25% (E) Assists in the preparation of written recommendations and/or analysis, when requested, as it relates to special assignments or projects. Responds to questions posed by the Budgets Office, divisions, and others. Reviews, analyzes, and keeps management apprised of budget policy and process provisions that impact the divisions in Administration.

SUPERVISION EXERCISED OVER OTHERS

The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The position requires familiarity with 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 mission, goals, and objectives.

The incumbent must have knowledge of personal computer applications, spreadsheets, databases, and the Enterprise Resource Planning Financial InfraStructure (EFIS).

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. 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/RESPONSIBILITY 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 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 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 various 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