

CALIFORNIA DEPARTMENT OF TRANSPORTATION
Division of Transportation Planning
DUTY STATEMENT

CLASSIFICATION TITLE Staff Service Analyst	DISTRICT/DIVISION/OFFICE 74 –Regional and Interagency Planning	
WORKING TITLE Contract Administrator	POSITION NUMBER 900-074-5393-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 the Senior Transportation Planner in the Office of Regional Planning (ORP) the incumbent acts as a liaison between the Office of Regional Planning (ORP) and the Division of Procurement and Contracts (DPAC) providing contract administration and monitoring; assists with contract execution; processes contract invoices and monitors contract expenditures; assists with oversight of the Consolidated Planning Grant and Rural Planning Assistance (RPA) funds for districts 6-11. The incumbent should be able to conduct research, perform excel report analysis, and possess technical writing skills.

TYPICAL DUTIES:

Percentage Job Description

- 40% Works to assist in encumbering funds, process invoices, track expenditures and draw down budget authority for approximately \$63 million in federal and approximately \$11 million in State planning funds that MPO's and RTPA's use in their OWPs for Districts 6 – 11. Incumbent reviews various documents and inputs data into Accounting's AMS Advantage database. Assists in reconciling balances at the end of the year with the respective district regional planner and each of the respective MPO and RTPA.
- 40% Assist with Regional Planning contracts. Assists in compiling and coordinating the contracts with DPAC on contract execution. Process invoices, monitor balances and advise ORIP management on status of contracts.
- 10% Assists with determining the amount of funding and planning work activity to be included in ORP's annual and/or biannual CPG application submitted to FTA. Analyze, research, and compile various information including FHWA and FTA apportionment notices for

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California, how much federal and state funding each MPO and RTPA receives. Duties include researching FHWA notices to determine California's share, compile and collect population data from Department of Finance and ozone and carbon monoxide data for each of the MPOs from the division of Programming and input data into a spreadsheet which calculates the apportionment split to each of the MPOs. Additionally assists with determining State Highway Account (SHA) funding distribution for each of the 26 Regional Transportation Planning Agencies (RTPAs). Researches population data from the United State Census and inputs into a formula to determine allocation split.

10% Assists other ORP staff with general administrative duties. This may include general note taking at key meetings, assist during the preparation of key regional planning meetings or training activities.

SUPERVISION EXERCISED OVER OTHERS

Supervision and Guidance Received: The administrator receives general administrative and technical direction from a Senior Transportation Planner. S/he independently develops methods appropriate and necessary to complete assigned tasks. Products receive a general review.

Supervision Exercised: The analyst does not supervise, but may act as lead over other analysts or students.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge and Abilities Required: Must have complete knowledge of general business management principles and practices. 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 and completely. Must collect, develop, categorize, maintain and summarize information. Must be capable of creative, logical thinking and open to new or different ideas and opinions. Incumbent must be able to communicate clearly and effectively both verbally and in writing. Must have a strong sense of customer service. Must be familiar with current departmental policies, organizational programs, and practices in business plans and program management. Must have a strong working knowledge of spreadsheet and word processing software. Must have a general understanding of database software.

Analytical Requirements: Ability to reason logically and creatively using various analytical techniques; present recommendations and alternatives to management in oral and written form; evaluate existing process and develop improvements; and identify problems and propose effective, efficient recommendations for resolution. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution, and make effective recommendations and proposals.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The analyst is instrumental in the planning, development, and implementation of various analytical tasks. If responsibilities are not carried out in a satisfactory and timely manner, we risk inability to complete contracted planning work thereby compromising attainment of departmental goals and

objectives. Further, we risk inappropriate or inadequate use of program funding and potential loss of that funding.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with various managers, planners, and analysts throughout the various planning programs, administrative service centers, and districts, as well as General Services and external consultants.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at the base of operation, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent must operate usual office equipment. On occasion, the incumbent may need to travel to other locations to attend meetings or deliver/retrieve contract documents. Travel would generally be by foot, car or public transit.

I have read, and understand the duties listed above and can perform them either 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.)

I certify that I can perform the duties listed above **with/without** reasonable accommodation.*

Employee's Name

Signature

Date

**Please indicate whether or not you require reasonable accommodation by circling either "with" or "without" in the above sentence. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.*

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

Supervisor's Name

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Signature

Date

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