STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	HQ/Budgets/Capital and Finance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Analyst	900-082-5157-xxx	

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 direct supervision of the Staff Services Manager I, Revenue Forecasting and Financial Analysis Branch, and lead direction from journey-level analysts, the incumbent is responsible for collection and analysis of financial information for Caltrans' various funds & accounts. This includes researching and preparing ad hoc reports and responding to financial drills initiated by internal and external sources. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Under the guidance of a lead analyst or the SSM I, research, collect, and organize financial information on a variety of subjects impacting Caltrans' various funds and accounts. Analyze all activity for assigned funds and provide weekly, monthly, quarterly, and annual reports to management regarding the status of the funds. Complete Fund Condition Statements, Schedule 10Rs, and respond to financial drills requested by the Department of Finance as needed. Assist in the research, recommendation, and formulation of responses to requests initiated by both internal and external sources regarding Caltrans' revenues, expenditures, funding, programs, accounts and other financial information. Provide analyses regarding a variety of matters that could impact Caltrans resources, including (but not limited to): fuel consumption trends, changes in legislation relating to transportation revenues, short-term and long-term loans, and ensure accurate distribution of tax revenues. Assist in the development of reports pertaining to financial and budget issues for presentation to the California Transportation Commission and to Caltrans management. Continually analyze the cash flow model and ensure that the model is accurate in reflecting Caltrans' spending trends.
30%	E	With guidance, assist in the analysis and review of proposed and new legislation in order to determine and report possible impacts on Caltrans' resources and programs. Provide analytical support for lead on various projects, as needed. Assist in researching and preparation of analytical data for inclusion in presentations to the Commission, external stakeholders, and/or Caltrans management.
25%	E	Assist in modifying and maintaining computer models to forecast revenue and expenditure trends as well as ongoing monitoring of actual data as compared to projections.
5%	M	Assist management of a lead analyst in performing work for financial projects which have departmental impacts on the division's operation or policy. Work with management and staff on other job related duties as required.

[1]ESSENTIAL 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should possess computer skills (including Excel, Word, and PowerPoint), basic writing skills, basic knowledge of budget development, and a preliminary understanding of accounting, economics, statistics, and forecasting methods. Must have the ability to reason logically and use various analytical techniques to assist in the evaluation of

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financial, budgetary and economic issues and to make recommendations. Must be able to monitor and evaluate financial and budget data that covers a wide range of activities; and evaluate the completeness and reliability of financial data. The incumbent must consistently practice the principles of completed staff work; be able to detect problems and make recommendations for corrections.

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. Must be able to establish and maintain cooperative working relationships and to work effectively with others to develop and recommend solutions to sensitive and complex problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors can lead to serious 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 Caltrans' resources.

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 requires occasional contact with Caltrans management and staff, the California Transportation Commission, Department of Finance, 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 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. Candidate 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

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

SUPERVISOR (Print)

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