STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Headquarter/Budgets/Capital Outlay Support Unit	
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 supervision of the Staff Services Manager I in the Capital Outlay Support Unit, the Staff Services Analyst is responsible for approving project allocation requests from District Project Control Offices statewide for Capital Outlay Support (COS) project budgets in accordance with project programming and California Transportation Commission (CTC) actions. Incumbent is also responsible for processing allocation requests to modify funding in accordance with Project Change Requests, as well as tracking project allocations and adjustments on a monthly basis.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Assists in researching COS projects complex funding processes which include over 15 funds and are subject to external rules imposed by Federal Highway Administration, CTC, and the legislature; identifies alternative approaches to creating and managing COS project budgets and evaluates the pros and cons of each alternative; prepares findings and recommendations for management decisions.
25%	E	Assists in preparation of initial and supplemental allocations for approved projects; creates and monitors complex spreadsheets used for tracking all COS project allocations against program capacity by phase; updates Department's Accounting system (AMS Advantage) used for monitoring COS projects; and monitors and analyzes allocation balances to resolve any funding deficiencies.
25%	E	Assists in analysis of project allocation requests for technical accuracy; processes allocation funding requests per department policy; tracks, monitors and reconciles allocation amounts; tracks and analyzes program changes; and responds to technical inquiries from management.
15%	M	Attends team meetings with stakeholders to develop processes, procedures, and roles and responsibilities necessary for the accurate and timely processing of allocation requests.

[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

No supervision exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of departmental policy and procedures, statewide COS budget process, departmental programming process, State Transportation Improvement Program and State Highway Operation and Protection Program terminology. Must be familiar with Caltrans' accounting system and the interrelationship between Capital Outlay and Capital Outlay Support functions. A working knowledge of mainframe databases and personal computers is required.

Ability to prepare quick turnaround policy and fiscal analyses, work with mainframe and personal computers, and write and speak clearly and concisely.

The incumbent must be able to meet tight internal and external deadlines, be flexible and posses strong analytical and communicative skills.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the Department's COS project allocations. Failure to ensure that proper allocations of funds are made could result in costly delays in delivery of construction projects. Inappropriate recommendations to management or presentation of inaccurate data would lead to erroneous decisions concerning use of appropriations.

PUBLIC AND INTERNAL CONTACTS

Confers with District and Headquarters staff including Resource Managers, Program Managers, Budget Analysts, and the Accounting and Engineering Service Centers.

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. Must be able to perform 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 6:30 a.m. and 6:00 p.m. Overtime may be required during time of peak workload.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 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)

SUPERVISOR (Signature)	DATE