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 Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Analyst	900-082-5157-616	

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 Unit, the Staff Services Analyst is responsible for preparing allocation requests for the California Transportation Commission (CTC) action to authorize funding for Capital Outlay construction projects and/or Local Assistance projects. Incumbent is also responsible for processing delegated allocations and supplemental funding requests, as well as tracking program and project allocations on a monthly basis. Incumbent is responsible for participating in the development of the Capital Outlay and Local Assistance portions of the Governor's Budget.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Assist in preparation and analysis of CTC agenda items to authorize project funding; assist in processing allocation and supplemental funding requests per department delegated authority; tracks, monitors and reconcile allocations against appropriation balances; and evaluate and provide monthly allocation summaries to management.
20%	E	Assist in preparing allocation revisions for approved construction projects; assists in updating spreadsheets used for tracking all Capital Outlay and Local Assistance projects against allocation capacity and appropriation balances; assist in development of monthly reports to the CTC; and updates financial databases used for tracking Capital Outlay and Local Assistance project budgets.
15%	E	Research, analyze, and develop reports on Capital Outlay and Local Assistance project allocations against appropriations for Caltrans management, CTC, and the Department of Finance.
15%	E	Analyze legislation and special program proposals for operational, budgetary, fiscal, and legal impacts, assist in preparing procedures, and provide recommendations to management.
10%	M	Assist in the development of the Governor's Budget for Capital Outlay and Local Assistance; and monitor and evaluate appropriation balances and assist in resolving funding deficiencies.

[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 the departmental and CTC policy and procedures, statewide Capital Outlay budget process, departmental programming process and STIP terminology. Must be familiar with Caltrans' accounting system and the interrelationship between Capital Outlay and 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 communication skills.

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

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the Department's Capital Outlay and Local Assistance 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

Independently 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