

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

<u>CLASSIFICATION TITLE</u> Staff Services Analyst	<u>DISTRICT/DIVISION/OFFICE</u> Headquarters/Budgets/Federal Resources	
<u>WORKING TITLE</u> Federal Funds Management Coordinator	<u>POSITION NUMBER</u> 900-082-4678-xxx	<u>EFFECTIVE</u>

As a valued member of the Caltrans team, you make it possible for the Department to improve 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 supervision of the Federal Funds Management Branch Chief, a Staff Services Manager II in the Division of Budgets, the Staff Services Analyst (SSA) is responsible for supporting the lead analyst in a variety of activities related to expenditure monitoring, inactive obligations assessment, and excess of agreement accruals on federal-aid funded projects. Incumbent helps coordinate effective fund utilization during the final vouchering process and collects accruals to maximize federal reimbursement. The incumbent will work with the lead analyst, who directly works with Federal Highway Administration (FHWA) and Accounting, during all process review exercises and helps develop best business practices related to closing out federal aid projects. The incumbent will also assist in the evaluation of the federal-aid highway reauthorization process, providing in-depth analysis of relevant statistical data pertaining to the distribution of annual apportionments including nationwide trends in gasoline consumption, Highway Trust Fund contributions, program fund distributions, and other variables which impact the level of funding received in California.

TYPICAL DUTIES:

Percentage Job Description

Essential (E)/Marginal (M)

45% (E) Assist in developing recommendations for accrual collections, project agreement modification, Advance Construction conversions, alternative funding strategies, and work with Accounting and District Staff to ensure expenditure authorizations are correctly coded and aligned properly to designated federal aid projects. Monitor expenditure patterns and project delivery milestones for all projects, working with engineering staff to efficiently use federal funding, sustain cash flow, identify and report coding and accounting errors quickly, and prevent violation of federal rules and regulations. Utilize State and Federal online resources, including Title 23 of the United States Code, various sections of the California Streets and Highways Codes, California Transportation Commission Regulations & Guidelines, Federal Management Information System (FMIS), Federal Aid Data System (FADS), and Caltrans' Accounting Management System (AMS) to ensure the appropriate linkage of funding and timelines and identify varying data points and references. Perform and oversee multiple processes related to Federal project funding including the following three primary processes:

- 1) Project accrual collections
- 2) Agreement modification
- 3) Advance Construction conversions
- 4) Accounting and coding corrections

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- 20% (E) Reviews CAMS submitted to Federal Resources through the Accounting Management System (AMS) for accuracy for the date authorization, percentage split between funds, and proper AMS project identification number for all projects entered in the AMS.
- 20% (E) Assist in the review of inactive project lists from the FMIS, as directed by the lead analyst, in order to investigate project inactivity, coordinate correcting transactions (i.e. bill or de-obligate) and maintain ongoing monitoring. Run reports for the engineering staff as needed to help determine expenditures that need additional funding requests from FHWA.
- 10% (E) Support the lead analyst in policy guidance and coordination between Accounting, FHWA, and Federal Aid Engineers, with regard to appropriate application of federal code and impacts to Departmental policy.
- 5% (E) Work with Branch Chief to provide analysis of the statistical variables used in developing the federal aid highway reauthorization funding distribution by State.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The SSA must have knowledge of Caltrans' automated systems and databases, including but not limited to AMS-Advantage, CTIPS, and FHWA's FMIS and FADS. Incumbent must possess knowledge of and develop a comprehensive proficiency in the use of the PC environment, FileMaker Pro V, and Microsoft applications including Excel and Word. A general knowledge of project development, delivery, construction, and billing procedures is highly recommended.

The incumbent must learn to work independently as job knowledge and skills increase; and to compile and analyze fiscal data from multiple sources. Familiarity with the Federal-aid Highway Program is strongly recommended, along with a comprehensive understanding of how the distribution of federal funds impacts project delivery, fund utilization and cash management. The incumbent must be able to negotiate work products and deadlines, process Federal Aid funding agreements with FHWA, and develop a cooperative working relationship with District Resource Management, Local Assistance, Headquarters Accounting, Planning, Research and Innovation, and Headquarters Program Management staff.

This position must develop the ability to perform analysis of funding scenarios whereby California continues to receive maximum reimbursement annually. The incumbent must become familiar with federal highway accounts, advance construction procedures, innovative financing techniques, and expenditure data contained in AMS-Advantage and the Federal Management Information System (FMIS).

CONSEQUENCES OF ERROR / RESPONSIBILITY FOR DECISIONS

Inaccurate data analysis and faulty projection assumptions could jeopardize the effective use of federal funding and create cash problems for the Department. Inadequate accrual management creates a significant liability to departmental resources and may cause a loss of future federal funding to California. Unreliable reporting and inefficient operations can have detrimental impacts to employees, customers, and stakeholders.

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The primary level of severity of the consequence of error affects the following areas:

1. Loss of credibility with FHWA and DOF;
2. Jeopardizes reimbursement to the State Highway Account, which requires a prudent cash balance, of which the federal funds provide;
3. Internal accounting errors, in reporting incorrect expenditures by fund type, threaten the appropriate usage of funds and budget authority; and
4. Inaccurate reporting of federal fund usage and/or reduced reimbursement, resulting from errors, would jeopardize project delivery scheduling, advertising, contracting, and completion.

The incumbent must also maintain the integrity of the Office of Federal Resources databases and records systems. Errors in information can result in incorrectly reporting financial data, losing Federal Aid funds, and misrepresenting available resources to the Federal Funds Manager.

PUBLIC AND INTERNAL CONTACTS

Incumbent is responsible for developing and maintaining favorable working relationships within the Division of Budgets, externally with FHWA, and with counterparts in other Caltrans Divisions, such as Contracts, Local Assistance, Accounting and Programming.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to reason logically and use various statistical and analytical techniques to evaluate resource, budgetary, and operational issues and make recommendations; monitor and evaluate resource and budgetary data that covers a wide range of activities; evaluate the completeness and reliability of financial data; interpret and apply laws and regulations in developing contracts and Federal Aid agreements; work effectively with others to evaluate and develop solutions to sensitive and complex problems; and perform effectively under pressure and during rigid time constraints.

WORK ENVIRONMENT

Incumbent is responsible for ongoing evaluation of work environment, ensuring safe conditions in accordance with State regulations; and requesting modifications and repairs as necessary.

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.)

EMPLOYEE

DATE

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

SUPERVISOR

DATE