

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Headquarters/Budgets/Federal Resources	
WORKING TITLE Federal Funds Management Coordinator	POSITION NUMBER 900-082-5157-xxx	EFFECTIVE DATE December 2014

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 Finance Manager, a Staff Services Manager I within the Division of Budgets, and lead supervision from journey-level analyst, the Staff Services Analyst is responsible for a variety of activities related to expenditure monitoring, inactive obligations assessment and excess of agreement accruals on federal aid project funded projects. This position will work directly with the Federal Highway Administration (FHWA) and Accounting during all process review exercises and assist in the development of best business practices relating to closing out federal aid projects. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
20% E	Under the guidance of a lead analyst or the SSM I, evaluate federal project funding for accrual collections, project agreement modifications, Advance Construction conversions, and alternative funding strategies; aid in the research of expenditure types and provide guidance to the Division of Accounting and district staff to ensure expenditure authorizations are correctly coded and aligned properly to designated federal aid projects; and monitor expenditure patterns and project delivery milestones for all projects, working with engineering staff to efficiently use federal funding, sustain cash flow, identify and repair 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, to ensure the appropriate linkage of funding and timeliness and identify varying data points and references.
20% E	With guidance, coordinate effective fund utilization during project delivery and the final voucher process; and collects accruals to maximize federal reimbursement. Evaluate the federal aid highway reauthorization process and provide analysis of all relevant statistical data pertaining to future federal fund estimates for project programming purposes, inactive obligations, distribution of the annual apportionments, including nationwide and statewide trends in gasoline consumption, trust fund contributions, program fund distributions, and other variables which impact the level of funding received in California. Works with Caltrans and the Federal Highway Administration staff to help monitor federal aid highway apportionments and obligation authority. Collaborates with Budget's management staff to provide an estimation of federal funding and the optimal fund usage to ensure prudent planning, programming, and delivery of federally eligible projects.
20% E	Assist in managing the elimination of inactive obligations on Caltrans federal-aid projects; and examine and maintain ongoing monitoring of inactive project lists from FMIS and coordinate correcting of coding and transactions (i.e. bill or de-obligate). Contribute to the research and evaluation of project funding needs, including projects in excess of original project agreements; provide analysis to the Division of Accounting assuring all funds obligated under project agreement are correctly charged; and collaborate with Federal Aid Engineering staff to research and verify project cost eligibility and identify correct apportionments needed to supplement the additional project expenditures.
20% E	Contribute to the development of reports and present periodic reports to management. Assist in the analysis of all relevant statistical variables used in developing the federal aid highway reauthorization process pertaining to the distribution of the annual apportionments, program fund

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

15%	E	distributions, and other variables which impact the level of funding received in California. Provide support to the lead analyst and inner management on various projects as needed.
		Review and approve AMS submitted to Federal Resources through the Accounting Management System (AMS) for accuracy and date authorization, percentage split between funds, and proper AMS project identification number for all projects entered in AMS.
5%	M	Other duties as required. May be required to act as the lead analyst on various projects.

¹ESSENTIAL 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 Staff Services Analyst should have knowledge of Caltrans' automated systems and databases including, but not limited to, Programming documents, AMS-Advantage, CTIPS, and FHWA's FMIS and FADS. Incumbent should possess a comprehensive knowledge of the PC environment, Filemaker Pro, and Microsoft applications including Excel and Word.

A general knowledge of project development, delivery, construction, and billing procedures is highly recommended. The incumbent must be able to work independently and be able to analyze fiscal data from multiple sources in a short amount of time. 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 diverse work group that includes District Resource Management, Local Assistance, Headquarters Accounting, Planning, Research and Innovation, and Headquarters Program Management staff.

The SSA in this position should be able to assist in the analysis of funding scenarios whereby California continues to receive maximum federal reimbursement annually. Familiarization with federal highway accounts, advance construction procedures, innovative financing techniques, and expenditure data contained in AMS-Advantage and the Federal Management Information System (FMIS) is highly desired and/or the incumbent must demonstrate the ability to quickly learn these processes. The superior ability to compile federal fund data, particularly as that data is used for forecasting project delivery and transportation investments, must be demonstrated.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 for 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.

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

1. Loss of credibility between the Budget Division, other programs within Caltrans and outside agencies: 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 would jeopardize project delivery scheduling, advertising, contracting, completion and ultimately the viability of California being in a position to compete for increased federal funding.

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.

It is the responsibility of the incumbent to report to work as scheduled.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PUBLIC AND INTERNAL CONTACTS

The SSA 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. This responsibility includes being able to work cooperatively with the other staff directly supervised by the direct Finance Manager, Federal Funds Management Branch Chief, the other Branch Chief, a Supervising Transportation Engineer, and the Office Chief, a Principal Engineer.

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, 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