

1-4-175

CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT

<b>CLASSIFICATION TITLE</b>	<b>DISTRICT/DIVISION/OFFICE</b>	
Staff Services Analyst	District 1/Administration/Budgets	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Project Control Officer	901-001-5157-XXX	July 2014

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 regularly and on time; 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.

Under the oversight and direction of the Chief of Budgets, a Staff Services Manager I, incumbent serves as the Project Control Officer. Incumbent works independently with a moderate level of responsibility to ensure that all expenditure authorizations (EAs/Project IDs) for Support and Capital expenditures are prepared and approved in a correct and timely manner, and serve as backup to the Assistant District Budget Officer. Incumbent is expected to work with a high degree of initiative and motivation, and maintain cooperative working relationships with both internal and external customers. Duties include but are not limited to:

**TYPICAL DUTIES:**

30% (E) In coordination with the Project Managers (Senior Level) assists in exercising delegated authority, and maintains independent responsibility for assignment, approval, and supplementation of assigned District Capital and support EAs/Project IDs via a computerized system. Ensures EAs/Project IDs conform to statutes, approved budget and activity plans, management policies, and that EAs/Project IDs reflect the authorization and appropriations of the Governor's Budget, and takes corrective action if documents do not meet established criteria. Incumbent assists in the review and process written and electronic requests for new multi-phase EAs/Project IDs proposed by District units and Project Managers to identify and authorize new Capital projects.

20%(E) Assists in verifying the specific budget authority represented by the EA/Project IDs by consulting sources such as CTC votes, G-12 Resolutions, programming documents and program allocations. Assists in ensuring accurate coding using a variety of standard Caltrans references (such as coding manuals, accounting manuals, Deputy Directives, etc.). In support of, and in coordination with, the Project Managers (Senior Level),

assists to create, modify and maintain project workplans in XPM/PRSM. Alerts Project Managers to possible resource problems, or other conditions, which may jeopardize project delivery.

- 20% (E) Assists the District Project Management regarding EAs/Project IDs, and provides assistance and information to District personnel regarding all EA/Project ID matters. Aids in the interpretation of complex cooperative agreements. Applies percentage ratios and split-outs to correctly appropriate the funding for the EA/Project ID and requests reimbursement authority when appropriate. Applies the Department's current Federal Aid policy to determine and maintain federal eligibility for EAs/Project IDs that are eligible for Federal participation. Assists in the ongoing maintenance of assigned inventory of EAs/Project IDs. Incumbent assists in making changes to close various EAs/Project IDs and assist in determining when to deactivate EAs/Project IDs. Communicates in person and via telephone or email with District and Departmental units to retrieve information and offer instruction concerning specific EAs/Project IDs. Participates in meetings and discussions with District staff and management concerning funding or procedural concerns regarding EAs/Project IDs. Represents the District when statewide Project Control issues or procedures are discussed.
- 15% (M) Assist in the review and certification of funds for non-overhead U5 contracts, task orders, and Contract Delegations. Serves as backup to the Assistant Budget Officer.
- 15% (M) Assists in creation and maintenance specialized reports for both Project Management and Programming for potential use in monitoring projects with a special emphasis on the FSTIP, SHOPP and Minor A Programs.

**SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise other employees.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

Must have knowledge of the principles and modern methods of public and business administration. Must have knowledge of the Caltrans Project Management and Programming process; and the Caltrans Project Development process. Requires a thorough knowledge of the departmental expenditure authorization process; the Departmental budgetary process, including STIP; a general knowledge of the Departmental accounting system; the District and Departmental organization; and the ability to analyze data and present ideas effectively. Must have knowledge of the

principles, laws, rules, and guidelines pertaining to Caltrans budgeting procedures, as well as knowledge of control documents such as the Caltrans Coding Manual. Must be proficient in the use of desktop computer hardware and software, particularly in the EA/Project ID and Capital Outlay monitoring system for completing main job duties of EA/Project ID control. Must be able to access Corporate or District files and/or databases containing budget data. Must be proficient in accessing and retrieving data from AMS Advantage, and other major accounting/budgeting systems. Must have strong written and verbal communication skills, and the ability to prepare detailed written correspondence, in a clear and logical manner.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The use of an unapproved EA/Project ID or failure to issue an EA/Project ID to a project in a timely manner could result in the loss of the use of appropriated funds or loss of Federal aid. Incorrect or incomplete advice to managers could result in expenditure of unauthorized funds. Errors or failures on the part of the incumbent, when acting for the Assistant District Budget Officer could result in the loss of budgetary capacity for the District, inappropriate allocation of resources, over-expenditure of budgeted resources, the inability to account for expenditures, and other situations or conditions which could result in the misuse of public funds or trust.

**PUBLIC AND INTERNAL CONTACTS:**

Must have continuous, daily contact with the District Budget Officer, and contact as required with District management, staff, District supervisors, Headquarters staff, and other District and/or Region staff.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must be able to work effectively under periods of stress, resulting from multiple deadlines and exercises. Incumbent needs mental ability and propensity for detail work. Must be able to deal effectively with difficult and sometimes angry individuals, while maintaining a calm and professional demeanor.

**WORK ENVIRONMENT:**

Incumbent will work in an office utilizing modular furniture, under artificial lighting. Minimal travel is required.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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EMPLOYEE

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DATE

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

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE