

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION District 1/Project Management Support Unit	
WORKING TITLE Project Analyst	POSITION NUMBER 901-200-5157-xxx	EFFECTIVE DATE 01/26/2015

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 Chief, Project Management Support Unit (a Staff Services Manager I), the incumbent in a learning capacity performs analytical work of average difficulty. Incumbent with the guidance of the lead will work independently with a medium level of responsibility to ensure credibility of Caltrans project information and data, including project workplan scheduling and resource management using Critical Path Methodology (CPM) techniques. Incumbent will become competent in the use of applications to support project management; the Caltrans Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS) Project Resource and Schedule Management (PRSM) tool.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	With guidance, and in the support of and coordination with the Project Managers (PMs), work on less complex projects, assisting with the creation, modification, and maintenance of project work plans in the PRSM software application utilizing Critical Path Method (CPM) techniques. Assist in developing resource (planned vs. actual expenditures), task assignment reports, and task precedence (logic) diagrams for individual project schedules and total program workload to allow Project Managers (PMs) to resolve conflicts. Make project schedule adjustments, and direct or re-direct resources to accomplish delivery of projects. Analyze and forecast project data; and alert PMs to possible resource problems, functional workload peaks, or other conditions which may jeopardize project delivery.
25%	E	Assist the Project Manager in analyzing the District's Status of Projects. Assist in the recommended approval of functional input in the PRSM software application.
15%	E	Under lead guidance, prepare project data for execution of the North Region Capital Outlay Support workload roll-up submitted to the Statewide COS workload roll-up of PRSM project resources and schedules.
5%	M	Provide PRSM guidance and online assistance to Project Managers and Functional Managers in project scheduling. Compile and analyze monthly status data and summaries.
5%	M	May be required to report on project related matters during pre-status meetings, District Status, or Project Development Team meetings in the absence of the Project Manager. On occasion will accompany the Project Manger on field trips.

<sup>1</sup>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**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of CPM practices for project scheduling and control, the Caltrans project management process, and the Caltrans project development process including the activities that are required to develop a project process. A knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements

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of the Caltrans Project Managers, Functional Managers, and existing project-related information systems is needed. The incumbent must be able to effectively communicate with the Project Managers and Office of Project Support staff.

Must have hands-on experience in scheduling, managing, and statusing Caltrans capital outlay projects using a sophisticated computer scheduling tool. Incumbent must be able to create, modify, analyze and evaluate intermediate level project schedules with general direction from Project Managers. Ability to forecast and anticipate problems arising in PRSM schedules and project resource assignments; and identify and recommend solutions affecting project delivery to the Project Manager.

Must be proficient in the use of desktop computer hardware and software including Microsoft Office applications. Must have strong written and verbal communication skills, and the ability to prepare detailed written correspondence, in a clear and logical manner.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in analysis may result in a lost opportunity for the Department to improve project management processes and project delivery. Errors could result in the inability of management to access accurate information related to capital projects; a potential failure in improving project delivery control and performance; and a loss of credibility with the legislature, CTC, and various control agencies. Incorrect or incomplete advice to managers could result in the expenditure of unauthorized funds.

### PUBLIC AND INTERNAL CONTACTS

Contact with Project Managers, Functional Managers, and all Office of Project Support Staff.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Incumbent will use typical office equipment and multi-line phone systems. Must be able to work effectively under periods of stress, resulting from multiple deadlines and exercises. Incumbent needs mental ability and propensity for detailed work. Must be able to deal effectively with difficult and sometimes angry individuals, while maintaining a calm and professional demeanor. Must maintain strong working relationships and work effectively with the Project Managers, Functional Managers, and all Office of Project Support staff.

Incumbent is expected to work with a high degree of initiative and motivation, and maintain cooperative working relationships with both internal and external customers.

### 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 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

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

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	DATE
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