

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION District 2/ Administration/ Budgets	
WORKING TITLE Budget Coordinator	POSITION NUMBER 902-001-5157-xxx	EFFECTIVE DATE

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 of Budgets (a Staff Service Manager I), the incumbent serves as the primary contact for District 2's Capital and Administration Division budgets. Incumbent will assist in monitoring and tracking the support budget for the Divisions and provide assistance to the Budget Manager and Division on trends, concerns and suggested strategies.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Under guidance, assist in developing, administering and supporting an assigned District 2 budget for both personal services and operating expenses. Assist in the review, analysis and interpretation of expenditure data and implementation of corrective action to redirect funding and/or expenditures in accordance with proper charging practices and to avoid over expenditures.
35%	E	Assist in tracking and analyzing expenditure data and taking corrective action, when necessary. Provides recommendations on appropriate charging practices to avoid erroneous recording of expenditures. Serves as the single focal point for the assigned Division on all budget-related issues. Attends regular monthly staff meetings with Management of the assigned Division and provides all budget-related updates.
20%	E	Under guidance of the lead, incumbent reviews purchase and service documents to insure conformance with budgetary capacity. Review and verify documents to certify District funds availability and certify or approve funding in EFIS system within 24 hours. Assist in reviewing documents for compliance with delegations. Monitors expenditures against encumbered documents.
5%	M	Provides back-up assistance to budget office analyst when needed.

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

Must possess knowledge for methods used to track and monitor expenditures and personnel resources. Incumbent must also have a basic understanding of purchasing and contracting procedures. Knowledge of personal computers (specifically use of AMS Advantage, Info Advantage, FileMaker Pro, Microsoft Excel, Word and Access), departmental policies with regard to budget and correspondence procedures.

Ability to gather and analyze data, reason logically to make appropriate recommendations, analyze administrative problems and develop solutions to budgetary, planning and management issues, be innovative, take initiative, deal with changing policies and timeframes outside personal control, and meet and deal tactfully with co-workers, the public, and

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representatives from other agencies (local, State and Federal). Incumbent must be able to determine procedural modifications that may result in a more efficient use of resources, recommend improvements and adopt effective course of action.

Must be able to establish priorities in various areas, and evaluate progress in each. Also must have the ability to understand the processes into which the incumbent's responsibilities fall, and project the effect changes at his/her level may generate. Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or the absence of action by the incumbent could result in the inability of staff to meet program or project objectives due to lack of resources and/or over-expenditure, increased potential liability and poor department image. Inability to produce accurate budget reports can result in poor budget management decisions and/or overruns.

PUBLIC AND INTERNAL CONTACTS

Contacts with all levels of District, Regional and Headquarters personnel, Administrative Service Center personnel, professional engineers in the private and public sectors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must be self-motivated and be able to multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be congenial and tactful when dealing with others and must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. Use of a computer and monitor is required a majority of the time. Regular and punctual attendance 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

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE