STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	District 3/ Administration/ Resource Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Fund Cert/Encumbrance Management	903-001-5157	

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 supervision of the Budget Manager (a Staff Services Manager I), the incumbent is responsible for the District Encumbrance Management. Incumbent will certify and encumber funds on a variety of documents and be the liaison between Headquarters and the North Region for all Out of State Travel requests.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Analyze all Architectural and Engineering (A&E) and Construction encumbrance adjustment request forms and documents in AMS Advantage for accuracy. Review and research all roll over encumbrances. Reviews and compiles goods and services that are not acquired via contract (e.g. travel expenses, utilities etc.). Responsible for monitoring District's Operating Expense dollars by program and division. Track expenditures and encumbrances on Excel spreadsheets. On a monthly basis provide the Budget Coordinators with an Encumbrance Report. Disencumber funds from those documents in which the funding is no longer needed. Serve as single focal point for the District with the Office of Procurement and Contracts in the Administrative Service Center.
40%	E	Certify funds for Purchase Orders, A&E Contracts, Standard Agreements, Service Contracts, Damage Claims, etc. Assist District Purchasing Specialists with coding definitions and correct usage. Analyze accounting data and identifying problems and recommending alternative solutions compatible to State and Department regulations, policies and procedures. Review the budget coding and Expenditure Authorizations on all Service Agreement Requests and Purchase Requests. Develop and maintain various reports, spreadsheets and logs utilizing EFIS accounting system, such as DGS Billing.
5%	E	Act as the Out of State Travel Liaison for the North Region responsible for obtaining both District and Headquarters' approval for staff to travel out of state for meetings and conferences. On a yearly basis, develop the annual Out of State Travel Blanket for the North Region in coordination with the Divisions in the North Region. Serve as the EFIS single point of contact (SPOC) and update the Unit Code Table.
5%	M	Provides back-up for Budget Coordinators.

[1]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 basic knowledge of the budget process and accounting codes. Must be able to gather, analyze and tabulate data and prepare computer-generated reports. Must have basic knowledge of District policies and procedures and the

State Administrative Manual. Must have the ability to communicate effectively orally an in writing. Must work cooperatively with co-workers and management. Must have the ability to use Microsoft computer applications, such as Word, Excel, Access and PowerPoint.

Ability to identify and analyze problems and issues; possess the ability to reason logically and creatively; provide appropriate recommendations; carry out administrative research; gather, tabulate and analyze statistical data and present it in an understandable, usable form; consult and deal effectively with management and other staff. Knowledge of personal computers (specifically use of FileMaker Pro, BMS, Microsoft Excel, Word and Access), departmental policies with regard to budget and correspondence procedures. Must possess knowledge for methods used to track and monitor expenditures and personnel resources. Must also have a basic understanding of purchasing and contracting 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 representatives from other agencies (local, State and Federal). 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. Must have the ability to understand the processes into which the incumbents responsibilities fall, and project the effect changes at his/her level may generate.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the timely initiation and execution of daily tasks and independently ensuring that priorities as assigned are accomplished. Errors in judgment or the absence of action by the incumbent could result in inability of staff to meet program or project objectives due to lack of resources, and/or over-expenditure, increased potential liability, poor Department image. Inability to produce accurate budget reports can result in poor budget management decisions and/or overruns.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts with all levels of District, Regional and Headquarters personnel, administrative Service Center personnel. Occasional contact with professional engineers in the private and public sectors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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.

WORK ENVIRONMENT

While in the office setting incumbent will be working in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise levels need to be controlled at low levels. Multi-floor buildings are equipped with elevators and stairs and constant interaction with a diverse group of customers and co-workers. This position will require sitting for long periods at a time in front of a monitor working on a computer keyboard.

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)

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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