

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

03-4-153

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Program Project Management/Office of P/PM Support	
WORKING TITLE Project Manager Assistant	POSITION NUMBER 903-100-5167-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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.

GENERAL STATEMENT:

Under the close supervision of a Staff Services Manager I, in a training capacity, the incumbent provides support to the Project Managers in a broad range of document development, technical scheduling, budgeting, and analytical activities in the delivery of the District's Capital Program projects. This includes coordinating, monitoring, and analyzing all phases of a project including: Project Initiation Document (PID); Project Approval and Environmental Document (PA&ED); Plans, Specifications, and Estimates (PS&E); Right of Way Support and Capital (R/W), and Construction Support and Capital (CON).

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Under lead guidance and direction, assist the Project Manager with the preparation, modification and maintenance of project work plans utilizing Critical Path Method (CPM) techniques in the Project Resource and Scheduling Management System (PRSM) application. Participate in the review, analysis, and evaluation of project data; recommend allocation and schedule adjustments to Project Managers; research and respond to project schedule adjustments and direct or re-direct resources to accomplish project deliveries. Interpret data to forecast potential issues.
20%	E	Under lead direction and with guidance from the Project Manager, prepare all Programming and Funding documents as requested by the Project Manager. These documents include: Funds Requests, Program Change Requests, SHOPP and STIP Amendments, and G-12 Requests. Gather all necessary documentation, obtain approvals, and forward to headquarters for processing.
15%	E	Under lead guidance and direction, research, analyze, and report on projects requiring risk management plans and risk registers. Review risk management documents and recommend changes. Obtain required certifications and signatures on risk registers. Research project workplans in PRSM and advise Project Managers of upcoming milestones relating to risks.
10%	E	Under lead guidance and direction, upon achievement of appropriate delivery milestone, begin the project close-out process. Handle issues related to the close-out of projects. Monitor project phases, milestone target dates, and resources for projects in close-out.
10%	E	Under lead guidance and direction, organize meetings with staff and management from various programs to discuss project issues, deliverables, status, risks, and lessons learned.
5%	E	Under lead guidance and direction, prepare and coordinate quarterly SB-45 reports and letters to our local transportation partners for STIP projects. Coordinate and verify information entered quarterly into the Department's Proposition 1B reporting web site.
5%	M	Under lead guidance and direction, assist the Project Manager and Cooperative Agreement Coordinator with the research and development of cooperative agreements for projects. Process contract (CT) documents to establish an encumbrance in AMS Advantage.
5%	M	Under lead guidance and direction, may act as liaison or coordinator for any of the above duties.

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

ADA Notice

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Caltrans Project Management processes & principles
- Accounting principles
- Departmental and transportation principles
- Departmental and district programs and organizational structures
- Policies and practices pertaining to the activities of each of the major project phases
- Computer software and databases used by Caltrans such as CTIPS, PRSM, MS Word, MS Excel, AMS Advantage, and Filemaker Pro.

Ability to:

- Exercise good judgement and make logical decisions
- Analyze and interpret a variety of information
- Work cooperatively and develop good working relationships with other district and headquarters staff
- Communicate effectively both verbally and in writing
- Research, analyze, and compile information into comprehensive and complete reports
- Analyze a variety of project information from various sources to identify problems that could adversely impact project cost, scope, or schedule
- Provide guidance and quality customer service to all department staff and management
- Plan, organize, prioritize, and work independently.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to identify issues that may affect project delivery. Failure to identify issues early or failure to monitor and coordinate with functional units may result in project delay and/or cost increases.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the department. The incumbent may also serve as a contact for projects with local, state, and federal agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- The incumbent may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings both during the day and evening.
- The incumbent may be required to move large or heavy files, displays, and equipment from one location to another.
- Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

WORK ENVIRONMENT

Work hours will typically be set between 6:30 am and 6:00 pm. While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. May require occasional travel outside of normal work hours and overnight.

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.)

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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