

03-4-145

<b>CLASSIFICATION TITLE</b>	<b>DISTRICT/DIVISION/OFFICE</b>	
Staff Services Analyst	Division of Program/Project Management/Office of Project Management/ Project Support	
<b>WORKING TITLE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Project Analyst	903-100-5157-XXX	March 2014

**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 close supervision of the Staff Services Manager I, in a training capacity, the incumbent is responsible for building, evaluating, and monitoring both short- and long-term Capital improvement project schedules, in their entirety, through the use of advanced computer software programs, various electronic databases, including personal, and telephone contact with Project/Task/Functional Managers throughout the District. The incumbent will function as an expert-in-training in the use of sophisticated computer applications, breakdown structures, techniques, and processes related to the planning, scheduling and statusing of projects in support of project management goals and objectives. As knowledge and skills are developed, the incumbent must be able to manage multiple projects simultaneously. Incumbent must be able to travel occasionally, and may be required to work overtime during cyclical and/or peak workload periods.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

- 50% (E) Under the guidance of a lead in support of, and in coordination with, the Project Managers, assist in the preparation, modification, and maintenance of project work plans utilizing Critical Path Method (CPM) techniques in the Project Resource and Scheduling Management System (PRSM) applications. Participate in the review, analysis, and evaluation of expenditure data; assist in recommending allocation adjustments to Project Managers; research and respond to project schedule adjustments, incorrect charging practices, and direct or re-direct resources to accomplish project deliveries.
  
- 25% (E) Under the guidance of a lead develop, analyze, and interpret project data to forecast potential issues in scheduling or resource allocations, functional workload peaks, including other possible conditions that may imperil or jeopardize project delivery. Assist in identifying program problem areas and providing input to management for resolution.

<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

- 15% (E) Under the guidance of a lead assist with on-the-job training, and on-line assistance to staff, including Project and Functional Managers, in the administration of work activities. Provide information, instruction, and assistance to staff in the use of the Work Breakdown Structure and Resource Breakdown Structure.
- 5% (E) Under the guidance of a lead recommend policies, procedures, and practices to meet the functional and operational needs of the work unit. Participate on special committees, consult with and provide advice to supervisor.
- 5% (M) Attend internal and external meetings on behalf of Unit Manager; respond to special assignments associated with project management support; and facilitate the administration of unit activities.

**SUPERVISION EXERCISED OVER OTHERS:**

None.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

The incumbent must have a basic knowledge of the principles and practices of the Caltrans project management process and an understanding of the Critical Path Method (CPM) of project scheduling and control; must have the capability of working with personal computers and an aptitude for learning various software programs; must have working knowledge of Windows computer operating systems and service applications such as MS Project, Filemaker, Word, Excel, and Access. Within one year, must be able to create, modify, analyze, and evaluate project schedules with general direction from Project Managers; must have the ability to forecast and anticipate problems arising in project schedules and resource assignments, and identify and recommend solutions affecting project delivery to the Project Manager.

The position requires an individual with the ability to learn and understand scheduling, managing, and statusing Caltrans capital outlay projects using a sophisticated computer scheduling tool. As such, must have the ability to comprehend the Caltrans project management process; and the Caltrans project development process, including the activities required to develop a project. Must be willing to be trained in the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans Project Managers, Functional Managers and existing project related information systems, such as the Project Resource and Scheduling Management System (PRSM), California Transportation Improvement Program System (CTIPS), and AMS Advantage (EFIS). The incumbent must have the ability to analyze and solve the less difficult and/or responsible technical or administrative problems; and have the ability to maintain cooperative relationships, express ideas well in both oral and written formats.

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

The incumbent is responsible for assisting in carrying out the policies, goals, and objectives of Division of Program/Project Management; facilitating ongoing interaction with internal and external customers. Inaccuracies in analysis or information may delay or impede the delivery of scheduled projects. Poor judgment could result in lost opportunities to improve project management processes and project deliveries, thereby adversely affecting the public's (e.g. Legislature, California Transportation

Commission (CTC), and various control agencies) trust, and perception of the quality and dependability of the services provided by the Division and Department.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent will work with all levels of staff and management within the Division of Program/Project Management. Must maintain open lines of communication with all support staff, so that projects can be delivered on time and within budget parameters. However, maintaining strong working relationships with the Project Managers and Functional Managers are critical program requirements.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Physical: Requires manual dexterity to operate a computer for preparation of project models, reports, and forms. May be required to move large and/or cumbersome plans, and/or diagrams from one location to another. Requires occasional bending, stooping, and kneeling. The location of meeting sites may necessitate traveling on long stretches of highway through urban, and rural areas. Must be able to travel for sustained periods of time and/or on uneven terrain. Some terrain may cause the jostling of a vehicle occupant.

Mental: Must be able to sustain mental activity to produce reports, problem-solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations: recognize emotionally charged issues or problems and perform appropriately for a situation. Must be able to deal effectively with pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. Must be open to change and new information: adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**WORK ENVIRONMENT:**

Working hours will be set sometime between 6:30 a.m. and 6:00 p.m. While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work overtime and vacations may be restricted during expected and/or unexpected peak workload periods. Employee will be required to travel in metropolitan and rural areas to meet with District staff.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE