

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION D3-Division of Engineering-Engineering Mgmt/Data Mgmt	
WORKING TITLE Assistant Project Management Data Administrator	POSITION NUMBER 903-200-5157-	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 close supervision of the Project Office Data Management Chief (a Staff Services Manager I), in a training capacity and with lead guidance the incumbent will serve as focal point to Project Functional Managers, Project Managers, and Management on Workload Development and Reports. Regular and punctual attendance is required. Travel may be required.

TYPICAL DUTIES:

Percentage		Job Description
40%	Essential (E)	Under the guidance of the lead, incumbent assist in managing, maintaining and extracting data files from various sources to develop resource allocation reports for workload analysis. Assist in developing workload distribution reports; analyzing the data to identify under or over resourced projects and inconsistencies in project work plans for functional managers and management in the North Region (NR). Report generation and analysis; works with NR managers to assist in identifying needs and coordinating information to develop new reports. Assists in analyzing and validating the integrity of the data utilized in the new formats.
30%	Essential (E)	Under the guidance of the lead, assist in developing processes and procedures for collecting project information from project managers and functional managers for reporting, both standard and ad-hoc reports, using information in Project Resourcing and Schedule Management (PRSM), Project Management Control System (PMCS), Enterprise Resource Planning Infrastructure (E-FIS), California Transportation Improvement Program System (CTIPS) and other databases as the data source. Utilize a regional database for report generation and analysis.
20%	Essential (E)	Assist in developing and maintaining a training plan for PRSM Implementation for the North Region Divisions. Ensure all training requirements for Project Managers and Functional Managers are met. Develop training modules for Project Management utilizing PRSM. Must be a subject matter expert on the Project Management Business Processes and Tools. Work as part of the PRSM Support Desk team which assists users in knowing how to use the PRSM tool. This includes entering and monitoring questions and issues that come from the Support Desk into the HEAT tracking system.
10%	Marginal (M)	Assist in the preparation, modification, and maintenance of project work plans. Participate in the review, analysis, and evaluation of expenditure data; recommend allocation adjustments to Management. Research and respond to project schedule adjustments, incorrect charging practices, and direct or re-direct resources to accomplish project deliveries.

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 have a basic knowledge of CPM practices for project scheduling and control; the Caltrans project management process; and the Caltrans project development process including activities that are required to develop a project. Incumbent should possess basic knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans project managers, functional managers and existing project related

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

information systems. Ability to make decisions based on facts, data, formulas, calculations, and reports.

Ability to understand basic concepts of computer hardware and software needed to support Data Management in the North Region. Incumbent must be able to analyze related operations activities to determine appropriate recommendations to various users performing operations in the North Region. Must be able to analyze and escalate project management process issues. The incumbent must be able to effectively communicate with the project managers and Project Support Unit.

Technical accountability for work product and decisions is expected. The incumbent is responsible for maintaining a working knowledge of products and technologies currently deployed by the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in analysis of data may negatively impact the Department's ability to maintain accurate information on its projects and could result in lost opportunity for the Department to improve project management processes and systems. This will result in the inability of management to access information related to capital projects; a potential failure in improving project delivery control and performance; and a loss of credibility with the Legislature, California Transportation Commission, and various control agencies.

PUBLIC AND INTERNAL CONTACTS

Contact with Headquarters and Regional management staff and internal technical staff. Contact with other State, Federal and local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Incumbent must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Incumbent must be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal computer. Employee may be required to travel for training or meetings. 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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
