

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Service Analyst	OFFICE/BRANCH/SECTION D6 / Right of Way / Planning and Management	
WORKING TITLE Project Resource Analyst	POSITION NUMBER 906-400-5157-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 supervision of a Senior Right of Way Agent Branch Chief, the incumbent assists in providing information and consultation on Right of Way Capital issues to various Right of Way sections and others in the District that may affect the Right of Way Capital Program. With the guidance of the lead incumbent performs varied administrative duties of average difficulty involved in Capital budgeting and monitoring, project scheduling and funding, and spending projections. The incumbent assists in researching the relevant factors of defined problems by performing analysis of technical data.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	<p>Assist in monitoring all Right of Way (R/W) Allocations. Verify projects meet R/W capital spending criteria, capital and support hours are programmed and allocated within the fiscal year. With the guidance of the lead, monitor expenditures, annual allocation amounts and programming for all R/W projects, including Major, Minor, Special funded, reimbursement, and maintenance projects to ensure that spending for each project is within the project's programmed amount and consistent therewith; and the district's R/W support and capital (Phase 2 &amp; 9) allocations of state, federal, special funded and reimbursement dollars for the fiscal years are not exceeded.</p> <p>Assist in updating the fiscal year R/W Capital Allocation Plan. Assist in the reviewing and evaluating capital expenditure, allocation and programming for each project and initiate timely request for fund allocation and program augmentation to cover fiscal year expenditure to prevent project delivery disruption due to inadequate funding to complete and clear right of way for construction. Assist in identifying projected fund surpluses to reverted back to HQ R/W for re-allocation.</p> <p>With the guidance of the lead, identify and analyze funding and financial problems and, depending on the complexity of the issues, develop alternative supported solutions. Summarize and recommend to R/W Resource Administrator the most appropriate course of action and beneficial solution that includes consideration of budgetary constraints, project delivery requirements, compliance with state and federal laws and regulations, departmental policy and Local fund effect.</p> <p>Assist in coordinating with R/W management and project coordinators to develop and maintain spending plans that provide specific direction for spending from multiple funding sources.</p> <p>Assist in recording capital encumbrance and expenditure in district ledger. Reconcile weekly, monthly and annually district ledger with Advantage reports.</p>
30% E	<p>Process requests for Right of Way Data Sheet and project certification. Evaluate submitted requests for support and capital (phase 2 and 9) programming, completeness, and resourcing, utilizing AMS Advantage, PRISM, Approved Project List (APL), functional cross allocations and the fiscal year spending plan and prepare final documents for distribution and posting to Right of Way database. Provide management with recommendation of certification classification based on project status and applicable regulation.</p>

Maintain district's data sheet database to track requests, respond to all inquiries regarding status,

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and distribute final products. Work with department's Information Technology to improve data base function to cover extant and new situations. Prepare and deliver training material course on Right of Way Data Sheet and Certification process to other divisions as needed.

- 20% E Assist Right of Way contract manager on all R/W capital expenditure activities related to Title and Escrow, Expert Witness and Inverse Condemnation Contracts. Review contracts for completeness and compliance with department's and DPAC's policies and procedures. Ensure adequate contract funding and monitor payment process. Assist contract manager in forecasting funding needs for yearly allocation development. Provide Legal, Functional Manager and upper level management with contract monitoring reports and recommendations for process improvements.
- 10% E Process all Right of Way Map and Deed transmittals. Evaluate submitted documents for support and capital (phase 2 and 9) programming, completeness, and resourcing utilizing AMS Advantage, PRISM, Approved Project List (APL), functional cross allocations and the fiscal year spending plan.
- 10% M Utilize Advantage, R/W databases and other available resources to create queries, tables, forms and reports; and to develop and maintain records and process ad hoc or appropriate budgetary status reports to meet the needs of management.

Provide input and advice to help maintain, update and improve the statewide R/W Management Information System (ROWMIS). Participate on Quality teams for improving Planning and Management processes. Assist in performing other Planning and Management duties.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have good knowledge and understanding of the R/W policies, manuals, R/W Planning & Management procedure. Must have a general knowledge of the department's programming, budgeting and accounting processes, and a general knowledge of federal funding regulations and guidelines.

The incumbent must be able to reason logically and creatively resolve problems and issues, independently gather and analyze data and information from numerous sources. The ability to communicate effectively, both orally and in writing, is a necessity. The incumbent must also be able to establish and maintain cooperative working relationships and provide effective customer service. Must be able to coordinate multiple priorities and work independently to schedule the work to accomplish the successful function of the unit in a timely manner. Must complete assignments and perform with a degree of independence of action and accuracy.

Other desirable experience, knowledge and abilities include:

1. Technical experience in budget analysis, budgeting and accounting processes and project management principles.
2. Ability to quickly grasp new ideas and incorporate them into existing procedures.
3. Ability to work independently as well as be part of a team.
4. Knowledge of computer software programs and databases such as CTIPS, PMCS, FADS, ROWMIS, Excel, Word, Access, and Power Point.
5. Ability to learn and excel in the department's financial system - ADVANTAGE.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions, judgments or recommendations could result in project delays, missed deadlines, inadequate allocations of resources, loss of revenues and federal funding, federal sanctions and/or penalties, inappropriate use of State funds, possible liability to the State and criticism from local public agencies, local planning organizations and elected officials and the public.

Without adequate funds being allocated and available, right of way cannot be acquired on schedule and delivered for construction. Effective performance of the requirements of this position is a critical contribution to support project delivery.

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## PUBLIC AND INTERNAL CONTACTS

Infrequent public contact. Internal contacts are extensive. Constant liaison with District Right of Way personnel, other District divisions, various Headquarters divisions, and staff from other State and at times, Federal agencies are necessary.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time using the phone, keyboard/mouse and video display monitor while reading, preparing, or reviewing documents or attending meetings.

The incumbent must be capable of sustained mental activity needed for problem solving, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent needs to be organized in thought and procedure and must be able to think creatively and independently.

Emotional requirements include developing and maintaining cooperative working relationships in a multi-cultural and multi-social work force. Must be able to deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Required to consider and to respond appropriately to the needs, feelings, and capabilities of different people and different situations, must use tact and treat others with respect.

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## WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and stressful. The position will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned workspace will be a workstation within an open floor plan, cubicle type office environment. Travel may be 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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