

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Service Analyst	OFFICE/BRANCH/SECTION Project Development/ CR Budget	
WORKING TITLE Capital and Non-Capital Allocation Management	POSITION NUMBER 906-xxx-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 Staff Service Manager I, the incumbent performs varied analytical administrative tasks of average difficulty for Central Region Project Management / Project Development and D6 Project Management.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Assists with monitoring Central Region (CR) allocations for Capital Outlay Support (COS) and Non-COS programs for Districts 5, 6, 9, and 10 as well as CR Divisions and D6 PM. Assists with generating allocation reports for the purpose of distributing COS and Non-COS allocations to the CR Divisions and D6 PPM. Monitors fund type allocations for comparison purposes and provides results to management. Provides reports utilized to forecast multi-scenario, multi-year allocation outlooks and needs. Monitors reports and provides statistical budget reports and graphs to management to assist in the resolution of allocations issues. Under the guidance of the lead, develop and implement policy or procedure changes. Acts as liaison to divisions and districts for all issues related to allocations.
15%	E	Assists with auditing of workload fund types with allocation fund types for the purposes of identifying appropriate allocation needs. Monitors and analyzes projects to disseminate project information. Assists with evaluating projects and funding sources. Under the guidance of the lead, makes recommendations pertaining to funding and policy.
10%	E	Assists lead with "Capital Projection Exercises" which occurs when headquarters needs current information and involves complex computations and forecasting and multi fund types. Analyze expenditures including encumbrances and variances and historical data to determine allocations needs. Responsible to communicate findings to Manager.
10%	E	Monitors the D6 Local Assistance budget for Central Region and District 6. Assists in reviewing and analyzing expenditures to identify resource needs. Prepares multi-scenario year end outlooks and provide recommendations. Compiles reports and provides statistical budget reports and graphs for review. Assists in reviewing and analyzing proposed allocations so that management can be advised of the impact. Under the guidance of the lead, develop and implement policy or procedure changes and provide recommendations to management.
10%	E	Generate and compile reports to assist in analysis, projecting, auditing, researching, interpreting and presentation of findings data.
5%	M	Acts as one of the Central Region point of contacts for AMS Advantage for all of Central Region. Assist in the research, interpretation, analysis, and determination of appropriate action needed. Assist in providing guidance and direction on expenditure authorization codes and other codes identified in Accounting Coding Manual. Assist with identifying specific problems that may require initiation of policy or procedure changes. Work with Headquarters E-FIS staff for development and

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implementation of policy and procedure.

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 possess the ability to prepare clear and concise reports, communicate effectively both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, and prioritize critical hiring/staffing needs. Knowledge of district and departmental policies, State Administrative Manual, and budget. Must be proficient in the use of Microsoft Word and Microsoft Excel. Experience with Microsoft PowerPoint or Access desired.

Knowledge of principles of modern methods of public and business administration including organization, fiscal and personnel management, training and administrative analysis, principles and practices of general business management; a variety of analytical techniques to resolve administrative problems.

Ability to analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; consult with and advise administrators and other interested parties on subject matter within the area of assignments; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to exercise correct and timely decision making or errors in the analysis of allocations, preparation of reports, documents, and correspondence could result in significant shortage of allocation and substantial project delivery delay.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of District personnel, other State Departments and Headquarters in Sacramento.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to move large or cumbersome report, plans, boxes and equipment from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months.

Mental requirements include sustained mental activity needed for report writing, 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. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include keeping a positive attitude, the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

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WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting, however building temperatures may fluctuate. Employee may also be required to travel on occasion and overtime 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.)

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