STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	District 9 Administration	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Administration/Legal/Planning Budget Analyst	909-001-5157-010	

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 the Business Services Manager (Staff Services Manager I), the incumbent in a learning capacity coordinates and assists with establishing and maintaining methods to monitor program position authority, personal service (PSD) and operating expense (OE) allocations using control levels established by the Headquarters Division of Budgets and program-level guidelines. Incumbent will consult with district management regarding budget issues. In learning capacity, incumbent coordinates and assists with the appropriate tagging and inventorying of State property per established guidelines. Incumbent performs analytical work of average difficulty. As knowledge and skills are developed, incumbent will perform a variety of analytical tasks with increasing independence, judgment and increased number of tasks. Assigned duties may be in more than one type of administrative work.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	ADMINISTRATION, LEGAL AND PLANNING BUDGET ANALYST With the guidance of the lead or immediate supervisor, the incumbent provides assistance to District management on personal service dollars (PSD), position authority, and operating expense (OE) budgets for the District's Administration, Legal and Planning programs. Assist in monitoring current and historical allocations/expenditures utilizing AMS Advantage, AMS Info Advantage, Datalink, AMS Historical Data Warehouse and the Financial Data in Oracle (FIDO) (historical) systems to prepare documents necessary for allocation adjustments and allocation change requests (ACR). Assists in the review of budgetary capacity/authority and make projections to assist management in making informed decisions. Maintain a data file of allocation versus expenditures and produce reports that show current expenditures along with historical data for comparison. Certifies the availability of funds at the appropriate fund control levels for all types of expenditure commitments, contracts and purchases. In learning capacity, assures compliance with delegations and resolve funding issues. Assists in the development of recommendations to management on appropriate courses of action including denial of funding approvals. Assists in monitoring encumbrances for proper liquidation and validity in order to maintain the integrity of AMS Advantage and AMS Info Advantage reports. Assists in troubleshooting errors, identify solutions and recommend corrections. Audit reports for proper expenditure charges and work with the Accounting Service Center to correct errors. Advise Deputy District Directors for Administration and Planning of potential over and under expenditures and recommend allocation adjustments. Create and maintain special statistical ad hoc reports relating to program, fund source, and other budgetary controls. Assists in the development of the annual and ongoing crossover of resources (positions, PSD, and OE) to Central Region in close coordination with the Deputy District Director of Planning. Assists in the redirection of unused funds for other needs within program.
40%	E	PROPERTY CONTROL MANAGEMENT With the guidance of the lead or immediate supervisor, the incumbent ensures required forms are completed for State equipment that is received new, transferred and/or loaned. Assists in monitoring State equipment/property accounts and records relating to the physical location of State equipment/property for the District. Informs employees receiving State equipment/property of their personal responsibility and liability. Records the receipt of new State equipment/property and for the timely and proper marking (tagging) of State equipment/property for the District. Assists in coordinating receipt of new IT equipment with appropriate IT staff to ensure timely and proper marking (tagging) of State property/equipment for the District prior to issuance to employee.

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Assists in coordinating disposal of surplus State equipment/property for the District. Assists in monitoring the three-year inventory cycle and reconciles State equipment/property records for the District.

5% E BUDGET MEETING COORDINATION
With the guidance of the lead or immediate supervisor, incumbent assists in the development and distribution of the annual fiscal year (FY) District 9 Budget Book to district management. Assists with scheduling budget meetings (as needed) and collects, duplicates, collates, and distributes monthly budget updates by program to district management.

5% E ADMINISTRATIVE BACK-UP
Provide back-up to critical Administration functions as needed.

[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must be able to analyze data, tabulate and gather data. Must be able to obtain requested information, prepare reports and recommended procedures or alternatives. Must be able to make sound decisions on budget issues, prepare correspondence, and utilize personal computer to process expenditure authorizations and reports. Must be knowledgeable in the legal authorities and delegations of the Department.

Must be knowledgeable in the Department's and control agencies' operations relative to budgetary, accounting, and administrative policies.

Must possess knowledge of principles and modern methods of business administration including organization, fiscal and personnel management, administrative analysis, familiarization with basic accounting and budgeting principles. Application of modern office methods, statistical reporting utilizing basic computer applications and the department's financial management systems; AMS Advantage and AMS Info Advantage, the Historical Data Warehouse, and Datalink. Must be proficient in Microsoft Office (e.g. Word and Excel) applications. Must be knowledgeable in various management principles and their application in different situations.

Must possess the ability to analyze administrative problems and adopt an effective course of action. Establish and maintain cooperative working relationships. Must be able to speak and write effectively.

Must be willing to learn the routine or detailed work of the position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to make good decisions or recommendations could result in misdirection of District resources and/or expenditure of funds not budgeted, causing budget overruns resulting in potential failure of program delivery, and the loss of valuable departmental assets. Failure to meet mandated deadlines could result in loss of District's ability to secure financial resources or purchase necessary equipment for District staff. Failure to follow uniform property accounting procedures and maintain accurate property control records and internal controls (which protect against theft or unauthorized use of State property) may result in financial loss to the State and embarrassment to the District.

PUBLIC AND INTERNAL CONTACTS

Daily contact with District Director, Division Deputy District Directors and support personnel, in both district(s) and headquarters. Consultation with all branches on budget and property control issues. No public contact is required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be physically able to sit at a desk for extended periods of time while either writing by hand,

communicating by telephone, checking e-mail, inputting data on a computer and performing various office tasks. May be required to lift, carry, and move boxes of material or equipment under 25 pounds from one location to another. Employee will occasionally bend, stoop, push, pull, or grasp objects with fingers, twist the body or neck in a sideways motion, either standing or sitting, or lift office equipment. Incumbent will utilize continuous hand movement while writing or using the computer. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must sustain concentration level needed for reviewing material, auditing, problem solving and reasoning.

Incumbent must be tactful and treat others with respect, behave in a fair and ethical manner toward others, be able to develop and maintain cooperative working relationships, demonstrate a sense of responsibility and commitment to public service, remain composed, impartial, and diplomatic under internal and external pressures. Incumbent must be able to meet deadlines under stressful conditions.

WORK ENVIRONMENT

The incumbent will primarily work at the District 9 Office in a climate-controlled environment under artificial lighting. Occasional travel within the State will be required to attend various meetings, training, conferences or seminars; and to conduct State property inventories at field locations throughout the District. When conducting State property inventories at field locations, the incumbent will be required to travel/work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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