

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION District 9 Administration	
WORKING TITLE Project Control/COS/Local Assistance Budget	POSITION NUMBER 909-001-5157-XXX	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:

Initially, under close supervision of the Business Services Manager (Staff Services Manager I), incumbent performs technical administrative work ranging from less responsible to average difficulty. As knowledge and skills are developed, incumbent will perform professional-level administrative work ranging in average difficulty to complex under more general direction. The incumbent is responsible for establishing and maintaining a method to monitor assigned programs by Personal Service Dollar, position authority and operating expense allocations at control levels established by the Headquarters Division of Budgets. The incumbent will advise and consult with district management regarding complex professional-level technical administrative budget issues that pertain to the district's Capital Outlay Support and Local Assistance programs. Under the general guidance of the District Project Control Officer, the incumbent is responsible for assisting with initiating, coding, supplementing and suspending Project IDs in AMS Advantage for both the Capital and Maintenance programs. Duties may be in more than one category of administrative work.

TYPICAL DUTIES:

Percentage	Job Description
40% E	<p>CAPITAL OUTLAY (COS) AND LOCAL ASSISTANCE BUDGET ANALYST</p> <p>Under lead direction, will assist in managing the personal service dollars (PSD), position authority and operating expense (OE) budgets for the District's Capital Outlay Support (COS) and Local Assistance programs by reviewing/monitoring current and historical allocations/expenditures utilizing AMS Advantage, AMS Info Advantage, AMS Historical Data Warehouse, Financial Data in Oracle (FIDO) (historical), and Datalink systems to prepare documents necessary for allocation adjustments and allocation change requests (ACR). Review and confirm 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 availability of funds at the appropriate fund control levels for all types of expenditure commitments, contracts, and purchases. Assures compliance with delegations and takes independent action to resolve funding issues. Makes recommendations to management on appropriate courses of action including denial of funding approvals. Monitor encumbrances for proper liquidation and validity in order to maintain integrity of AMS Advantage, AMS Info Advantage and Datalink reports. Troubleshoot errors, identify solutions and make necessary corrections. Audit reports for proper expenditure charges and work with Accounting Service Center to correct errors. Provides research and assistance to management on areas where budgetary controls and constraints impact existing funding, program control and interpret translation into necessary changes for compliance. Advise Deputy District Directors for the COS and Local Assistance programs 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 (PY, positions and OE) to Central Region in close coordination with the Deputy District Directors for COS and Local Assistance. Redirects unused funds for other needs within program.</p>
35% E	<p>Under lead direction, will assist in maintaining responsibility for assignment, approval, and supplementation of all of the District Capital and Support Project IDs/EAs via E-FIS/AMS Advantage system. Ensures Project ID's/EAs conform to statutes, approved budget and activity plans, management policies, and reflect the authorization and appropriations of the Governors budget, and assists with making recommendations on corrective action if the documents do not</p>

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meet established criteria. Incumbent assists with the review and processing of written and electronic requests for new multi-phase Project IDs/EAs proposed by District units and Project Managers to identify and authorize new capital projects. Verifies the specific budget authority represented by Project ID/EA by consulting sources such as CTC votes, G-12 Resolutions, programming documents and program allocations. Ensures accurate coding using a variety of standard Caltrans references such as coding and accounting manuals, and Deputy Directives, etc.

- 10% E Under lead direction, provides assistance and information to District personnel regarding all Project IDs/EA matters. Assists with the maintenance of the District's entire inventory of Project IDs/EAs (EA Masterfile). Incumbent makes changes to supplement and close various Project IDs/EAs and revert unused funding. Communicates in person and via telephone or e-mail with District and departmental units to retrieve information and offer guidance regarding specific Project ID's/EAs. Participates in meetings and discussions with District staff and management concerning funding or procedural concerns regarding Project IDs/EA's. Under guidance from the Business Services Manager and/or lead Project Control Officer, speaks for the District when Statewide Project Control issues or procedures are discussed.
- 10% E Implements a standardized accounting record of all Project Control requests. Maintain CAS/CAM reports. Work within InfoAdvantage to create and analyze project reports. Researches and corrects Advantage error issues regarding labor and expense charges related to project budget and funding inferences and project phase.
- 5% M Provide backup support for critical Administration functions as needed.

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

Knowledge of: use of personal computers, specifically Microsoft Excel, Word, Intranet/Internet, and budgeting and financial programs and databases used in budgeting, tracking and reporting of allocations, encumbrances, expenditures, etc. Knowledge of budget process, District, Region and Departmental organization; departmental policies with regard to budget and correspondence procedures. Must possess knowledge of methods used to track and monitor expenditures and personnel resources. Must also have a basic understanding of purchasing and contracting procedures.

Ability to: gather and analyze data, reason logically to make appropriate recommendations, analyze administrative problems and develop solutions to budgetary, planning and management issues, be innovative, take initiative, deal with changing policies and timeframes outside personal control, and meet and deal tactfully with co-workers, the public, and representatives from other agencies (local, State and Federal). Must be able to determine procedural modifications that may result in a more efficient use of resources, recommend improvements and adopt effective course of action. Must be able to establish priorities in various areas, and evaluate progress in each. Also must have the ability to understand the processes into which the incumbent's responsibilities fall, and project the effect changes at his/her level may generate.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under supervisory review the incumbent is responsible for the timely initiation and execution of daily tasks and independently ensuring that priorities as assigned are accomplished.

While the management team is ultimately responsible and accountable for resource management, decisions must be made on accurate information and sound, supportable recommendations. Errors in judgment or the absence of action by the incumbent could result in inability of staff to meet program or project objectives due to lack of resources, and /or over-expenditure, increased potential liability, poor Department image. Inability to produce accurate expenditure reports can result in poor budget management decisions and/or overruns.

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PUBLIC AND INTERNAL CONTACTS

Frequent contacts with all levels of District, Regional and Headquarters personnel to accomplish assigned tasks, and communicate needs and an understanding of the delivery process to professional engineers in the private and public sectors. This ability must apply to all levels of management within the Department. Must be able to reduce broad requests for information down to essential elements so as to make the best use of resources.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses, and apply sound judgment in problem solving.

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.

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