

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Staff Services Analyst (General)	OFFICE/BRANCH/SECTION ADMINISTRATION-RESOURCE MANAGEMENT	
WORKING TITLE BUDGET ANALYST AND CASHIER	POSITION NUMBER 910-001-5157-005	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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the supervision of the Chief, Office of Resource Management, a Staff Services Manager I, the incumbent is responsible for providing budget and cashier services to District and Central Region staff, purchasing for the Office of Resource Management, monitors a portion of the District's support budget, acts as a Budget Analyst, assists with budget activities.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
25%(E)	Responsible for tracking and analyzing expenditure data. Provide recommendations on appropriate charging practices to avoid erroneous recording of expenditures. Prepare expenditure reports each month for distribution to District Branch Managers, itemizing each branch's personal service and operating expense allocations, expenditures, and expenditure projections by program and fund source. Reconcile branch reports with the District Budget Report prepared by another staff member, taking corrective action when necessary.
25%(E)	Monitor the District's budget in several programs and fund sources. Review expenditure trends for possible problem areas and advise Office Chief and supervisors of potential over and under expenditures and need for allocation adjustments. Assist management in preparation of documents necessary for allocation adjustments.
15%(E)	Certify availability of District funds for purchases and contracts. Review allocations and expenditures on budget reports to ensure funds are available prior to certification and that proper coding of project identifier and object code is on each document. Encumber and disencumber funds as necessary. Utilize InfoAdvantage to view encumbrances, vendor payment, and project identifier program information.
15%(E)	Responsible for receipt of master payroll, travel expense checks, travel and salary advance checks, garnishment and overtime warrants; obtain required release authorization form Headquarters Personnel, perform the proper distribution and maintaining the district check log and obtain signatures for release of checks. Maintain the district paymaster list and update annually. Receive payments in the form of checks, provide receipts, complete daily registers, Cash Reports and deposit slips and submit to Headquarters Cashier. Coordinate issuance and return of receipt books for cash received in areas outside of the District office complex and excess land and bid sales. Responsible for safe keeping and issuance of Department of General Services charge cards.
5%(E)	Coordinate District's Out-of-State Travel requests, calculate costs, and submit request to HQ for approval. Submit individual trip requests and follow up to ensure timely approval by the Director's Office and Agency so trips are not compromised.
5%(M)	Provide Back-up coverage for the District Personnel Technician Liaison as needed by providing forms to employees and forwarding completed documents to the Sacramento Human Resources Office.

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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

This position requires knowledge of general business practices and the Department's operations relative to budgetary, accounting and administrative policies and control agencies. The incumbent must have knowledge of the legislative process, and policies and procedures of the programming process. Must be able to extract data from reports, manuals, and guidelines in order to analyze data, obtain requested information, prepare reports, and recommend procedures or alternatives.

Ability to communicate effectively both orally and in writing; develop and maintain collaborative relationships with internal and external customers; deal tactfully with Caltrans personnel since the EA function affects all operating departments in the District, work under extreme time constraints, prepare and deliver presentations to small and large groups; act in a lead capacity; prepare clear, concise reports with meaningful statistical data; be proficient in using a computer with programs such as Word, Excel, Access, Oracle, FileMaker Pro, ect., and demonstrate the capacity for assuming increasing administrative responsibilities.

This position requires the ability to analyze various situations that arise and determine an effective course of action. The incumbent must be able to prioritize workload to meet deadlines. Analytical skills are necessary in order to research and accurately apply appropriate laws, rules and policies and make sound recommendations.

Must have the ability to analyze and understand various documents pertaining to the expenditure authorization and budgetary processes. Must be able to analyze PYPSCAN, STIP, FEDSTIP, RTIP, ITIP, MPOs, STATUS, CTC Votes/Approvals, Accounting Manual, Cooperative Agreements, Project Reports, PSRs, Local Funded and Tax Measure Guidelines, Minor project candidate listing, policy memos, and Federal Highway regulations and relate them to allocations, programs, targets, and guidelines and recommend corrective action if necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is the district resource for all matters dealing with expenditure authorizations, federal highway applications, and cash management policies and must ensure compliance with all legal authorities of the Department and the delegations of authority from headquarters. Errors could result in the expenditure of funds which are not budgeted, or establishment of an illegal obligation. Errors can also result in delays and rescheduling of projects, loss of federal and capital revenues, jeopardize delegations, and ultimately affect project delivery.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with District Branch Managers, Project Managers, Project Engineers, Project Control analysts in other districts and HQ, and various other district personnel regarding matters relative to expenditure authorizations, federal fund requirements, and general district budget matters.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to sit for long periods of time using a computer keyboard and terminal, or while traveling in a vehicle; must have ability to develop and maintain cooperative working relationships; be a self-starter; respond appropriately in difficult situations; recognize emotionally charged issues or problems and respond accordingly. The incumbent must have sustained mental capability to follow policies and procedures. The incumbent may be required to move medium size boxes of material and packages from one location to another. This position requires patience and understanding when dealing with a high volume of requests from a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Must be able to develop and maintain the trust and respect of management and staff.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. The incumbent will also be required to travel to other districts or HQ periodically for training.

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