

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Local Assistance—Office of Bridge, Bond & Safety Program	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Bond Accountability Support	913-110-5157-xxx	7/01/2014

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:

Under the supervision of the Bond Accountability and Reporting Coordinator, a Staff Services Manager II, the incumbent will be receiving the project status reports from local agencies, such as cities, counties and regional planning agencies, for all projects receiving Proposition 1B Bond funds. The incumbent will be required to check for errors, omissions and reasonableness of the data submitted by the local agencies, prior to reporting. The incumbent will work with staff from local agencies and other divisions within the Department.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

40%(E)

Review and accept project status reports submitted quarterly by local agencies. Review and accept project status reports submitted quarterly by local agencies. Reports are submitted by means of the Local Assistance Online Data Information System (LA-ODIS), a web-enabled online database. Follow up with those agencies that did not submit the required report on time and if necessary prepare failure to report letters. Review data submitted for errors, omissions, and reasonableness. Contact the local agencies and request they correct any errors, omissions or suspect data. Compare data submitted to the original project cost, scope, and schedule shown in the Baseline Agreements signed by the Director. Analyze and report data that has changed for impact on project cost, scope, and schedule. Advise the Program Coordinators of findings. Prepare reports of accepted data for use in the quarterly reports. Assist local agencies that encounter database connection or data entry problems. Assist the Bond Accountability and Reporting Coordinator with updating the local agencies and Department staff on the status of available funding, project delivery, and program related issues. Assist and provide support to the program staff with scheduling meetings, training classes and travel arrangements. Assist in the development and preparation of training material, desk manuals, and reporting procedures.

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40% (E) Update LA-ODIS project baseline data to reflect the new project delivery schedule and funding amounts from Corrective Action Plans approved by the California Transportation Commission (CTC). Ensure the local agency contact information in LA-ODIS for each bond funded project is valid and current. Contact local agencies when needed. Project Baseline data and contact information is maintained and updated using the LA-ODIS system.

Monitor the Department of Finance's (DOF) and the Department's Bond Accountability websites to ensure the data posted is consistent with the most recent quarterly report. If a discrepancy is found, immediately notify the Program Coordinator and make sure the discrepancy is corrected. Monitor all reporting activities for compliance with Proposition 1B Statutes, CTC Proposition 1B Reporting Guidelines, and the Governor's Executive Order S-02-07 establishing transparency, accountability, and posting of the information received on the DOF website.

20% (M) Assist local agencies that encounter database connection or data entry problems. Assist the Bond Accountability and Reporting Coordinator with updating the local agencies and Department staff on the status of available funding, project delivery, and program related issues. Provide support functions to the Division and Office as needed, including assisting Program Managers with project related issues and inquiries.

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

The Staff Services Analyst position is not designated as supervisory.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of Caltrans' role in administering the Local Assistance Proposition 1B Bond Programs.
- Knowledge and ability to effectively and efficiently use personal computers and related software: Microsoft Office (primarily Word and Excel), Outlook, and Power Point.
- Ability to work well with people at all levels within the Department and with external customers and partners.
- Ability to work independently and exercise sound judgment and demonstrate effective decision-making.
- Ability to quickly grasp new ideas and incorporate them into existing policies and procedures.
- Ability to work independently as well as part of a team.
- Ability to communicate effectively, both written and orally, using strong English grammar skills.
- Ability to reason logically and creatively to resolve problems and issues, analyze data and information from numerous sources, and present ideas, information, and alternatives concisely and effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to perform the above duties may result in reporting and or posting incorrect information, which will lower the credibility of the Department and our relations with the DOF and public. Errors or poor decisions may result in costly project delays, and/or the loss of funding for a local agency and/or the Department.

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PUBLIC AND INTERNAL CONTACTS

Internal contacts are required on a continuing basis at various levels within Headquarters. External contacts with the local agencies such as cities, counties, and other public entities occur as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Quarterly reports are submitted on a continuous basis, therefore attention to deadlines are critical.

WORK ENVIRONMENT

The work will be performed in the office using desktop computers and project files and may require sitting for long periods of time. Some travel may be required to attend meetings or training. Training is provided annually and may require travel to the districts for one or two days at a time throughout the year.

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