

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 5/Construction/Office
WORKING TITLE Resource and Workload Analyst	POSITION NUMBER 905-501-5393-XXXX
	REVISION DATE 09/03/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under direction of a Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex professional-level technical and/or analytical administrative tasks to support Construction/ Project Development, Project Resource, Schedule Management, and Personnel Analysis.

CORE COMPETENCIES:

As an Associate Governmental Program Analyst, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Research, develop, analyze, audit and plan initial workplan hours, delivery dates, Work Breakdown Structure (WBS) activities, and percent complete. Incumbent works independently with high level of responsibility to ensure the accuracy and reliability of the construction project management process by analyzing project history to estimate construction resources on WBS activities and workplan requests which are submitted to the Project Manager on behalf of the Senior Engineer and Office Chief, as well as, POB and consultant units to determine staffing needs for rotations, loans, and consultants. Analyzes and forecasts project data to alert Seniors and Office Chiefs of possible schedule risk, resource deficiencies, delivery issues, functional workload peaks, or other conditions which may shift resource needs. Collaborates with Project Managers, Area Construction Managers, Area Construction Engineers, Design Managers and Resident Engineers to resolve conflicts. Provides consultative services and makes recommendations to Senior Level Management. Responsible for bringing complex issues to conclusion or resolution.
40%	E	The incumbent will modify and manage project workplans for Construction and Project Development. Resolves conflict between Project Managers, Project Development Managers, and Construction Managers when approved resources are less than proposed. Incumbent develops resource reports (planned vs. actual expenditures) on individual project schedules and total program workload to allow Task Managers to make project schedule adjustments and direct or re-direct resources to accomplish construction of projects. Incumbent will utilize databases to analyze individual project schedules, identify & resolve possible conflicts to allow Office Chiefs, Area Construction Engineers, Design Managers to make schedule adjustments, and direct or re-direct resources ensuring the timely delivery of projects, and modify and/or make assignments. Provides consultative services to Management. Recommends corrective actions and solutions to Management as needed to achieve desired spending goals. Utilizes historical and/or statistical data to provide direction to Management.
15%	E	Systematically and regularly evaluate, develop, monitor, analyze, maintain, resolve, and enter data into a variety of databases and systems related to project scope, cost (budget and expenditures), schedules (tasks and milestones), risks (threats and opportunities) such as AMS Advantage, InfoAdvantage, California Transportation Improvement Program System (CTIPS), and Project Resourcing and Schedule Management (PRSM). Makes recommendations to change, modify, or adjust data and documentation as needed.
5%	M	Manages Construction and Project Development resources including the distribution of PY's, PYE's, and Overtime. Provides consultative services to Senior Level Management regarding resources including outlining possible risks. Works to accomplish the negotiation of Maintenance crossover allocations. May be required to report on project related matters during the Status of Project meetings. Develops managerial and functional standard reporting processes, and compiles and analyzes monthly status data and summaries. Development of procedures and interpretation of policy. Takes lead on special projects for the Construction or Project Development Manager.

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

This position does not supervise other employees, but may act as a lead over subordinate(s) assigned to the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess the ability to work independently; 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 and staffing needs. Knowledge of district and departmental policies. Must be proficient in the use of Microsoft Word and Microsoft Excel.

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; modern office methods, forms, and public information channels and methods; organization and functions of the Department of Transportation. Must have knowledge of the basic principles of accounting, organization, management, research techniques, and statistical principles and procedures.

Must have the ability to work independently as a technical expert, make clear recommendations, set priorities, and meet deadlines. Must possess good interpersonal skills to work cooperatively with staff at all levels and have good communication skills both orally and in writing. Must have the ability to analyze a variety of problems, and situations, develop and execute an effective course of action.

Ability to analyze data and situations, reason logically and draw valid conclusions; develop effective solutions; consult with and

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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

With minimum supervisory review the incumbent is responsible for the timely initiation and execution of daily tasks and independently ensuring that priorities as assigned are accomplished. 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 budget reports can result in poor budget management decisions and/or overruns.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with Project Development, Project Management and Construction Personnel: Seniors, Design Engineers, Project Managers, Project Manager Assistants, Resident Engineers, Office Engineers; Supervisors and Managers and their staff; and other State Departments and Headquarters in Sacramento.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability for repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but will not be frequent. Must be able to transport a variety of objects that are less than or equal to 20 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and monitor. Must be able to concentrate, formulate effective strategies, handle multiple tasks simultaneously, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships. Must be willing to do research and determine best means of obtaining data. Must be able to make decisions and analyze data in short turnaround time.

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. Vacation time off may be restricted due to workload issues.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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