

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION RWLS/ADMIN SERVICES/PROPERTY MGMT-AIRSPACE	
WORKING TITLE Associate Governmental Program Analyst	POSITION NUMBER 904-403-5393-XXX	REVISION DATE 07/31/2024

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 the general direction of a Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs complex and varied administrative duties involving planning, analyzing, organizing, directing, coordinating, and evaluating support services within the Division of Right of Way. Applying the SSMI's general instructions determining scope and approach, the AGPA researches relevant factors, performs in-depth analysis of complex data, and recommends appropriate courses of action. The AGPA is expected to complete assignments with a reasonable degree independence and a high level of accuracy.

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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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, Equity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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, Pride)
- **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, Innovation, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Engagement, Innovation)

TYPICAL DUTIES:

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

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45%	E	Prepares service contracts for submission to the Division of Procurement and Contracts for bidding of contracts. Estimates the amount of funding required for various service contracts. Monitors the maintenance budget, monitors the funds remaining for various service contracts, and submits data for development of future year budgets and service provider contracts. Tracks the various task orders for each service contract. Collects billings for task orders, enters billing information into ROWMIS II, and prepares the receiver documents for payment to vendors.
35%	E	Maintain lease site tracking spreadsheets with a focus on insurance, inspections, and rental rate adjustment compliance and advise Right of Way Agents of tenancy status. Coordinate the creation of new and updated lease site maps with Right of Way Engineering. Prepare lease site auction materials and coordinate auction events. Calculate rental rate adjustments and review and process tenancy accounting adjustments and submit to Airspace Senior for review. Review tenancy credit and delinquency reports and take appropriate actions. Circulate airspace leasing proposals to relevant Caltrans divisions and branches for use and plan review and comments.
10%	E	Assist right of way agents in the preparation and review of records and reports, assist in the preparation of responses to correspondence, and assists the Branch Chief in administration of the Excess Land program. Assist right of way agents with transactions of excess land in direct sales, utility and cooperative agreements, Transfer of Jurisdictions, and Acquisition Exchanges. In conjunction with right of way agents coordinates the inter-and interdivisional circulation of excess land parcel documents for disposal clearance; prepares for and conducts public sales. Assists in maintenance of Excess Land inventory.
10%	M	Contacts various vendors for quotes and processing of purchase orders. Processes supply orders; obtains sole source bids and justifications. Processes orders through Advantage purchasing system. Assists other AGPAs and Senior Right of Way Agents as to purchase orders, service orders and inventory including development of mechanism to track equipment purchased, date purchased, section, maintenance intervals, and costs. Provides back-up support to all sections within the Division and participates in Right of Way special projects related to administrative and business services.

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. The incumbent may act as a lead person to less experienced personnel and to provide general guidance and direction.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should be well informed of Division, District and Department programs, policies and procedures, including a knowledge of the principles of public administration, organization and management, analytical techniques, effective oral and written communication skills and a working knowledge of Outlook, MS Word and Excel. The incumbent must have the ability to analyze data and situations, identify and solve problems, reason logically and draw valid conclusions, develop effective solutions, and establish and maintain effective working relationships with others.

Analytical requirements: 1) Evaluate policies and their impact on administrative processes and objectives; 2) Evaluate adequacy of computer equipment, software applications and information systems; 3) Evaluate budgetary information and make recommendations to management regarding staffing and equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent analyzes, evaluates, and recommends alternatives to personnel actions and purchasing problems. Incumbent will determine the actions necessary to provide the Division with adequate supplies, equipment, and services. Failure to do so may impair the ability of Division personnel to perform their required duties.

PUBLIC AND INTERNAL CONTACTS

The position requires the incumbent to establish and maintain effective, close working relationships with Division staff, Resource Management, Senior staff, Headquarters units and various service providers. Incumbent has contact with the general public and vendors, screens and evaluates calls and directs inquires to appropriate functional units, within and outside the Division.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include sitting for long periods of time, filing, using a keyboard and display terminal and copy equipment as well as bending, stooping, kneeling, and lifting, and the occasional operation of a motor vehicle to and from various work assignment locations. Occasional overnight travel outside of the District may be required.

Mental requirements include sustained mental activity needed for the smooth flow and operation of the office, the ability to remain flexible in a busy work environment and effectively handle ever changing workload priorities and fluctuations. This includes the ability to maintain sustained, focused attention to detailed, complex assignments and to think creatively and independently.

Emotional requirements include flexibility and the ability to develop and maintain working relationships with co-workers and vendors and to respond appropriately to public and internal contacts.

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WORK ENVIRONMENT

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.

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