

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D4/Right of Way/Planning and Management	
WORKING TITLE Associate Governmental Program Analyst	POSITION NUMBER 904-402-5393-xxx	REVISION DATE 04/29/2024

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 Senior Right of Way Agent Branch Chief, the Associate Governmental Program Analyst (AGPA) is responsible for providing consultative services on Right of Way Support/Capital, Minor Program issues to various Right of Way sections, and others in the District that may affect the Right of Way Funding Program. The incumbent independently performs complex and varied administrative duties involved in budgeting and monitoring for both capital and minor programs, project scheduling and funding, and spending projections. Incumbent independently defines the problems, researches the relevant factors and performs an in-depth analysis of complex and technical data sets.

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, 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. (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, Equity, Innovation)
- **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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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

35%	E	<p>Serve as District Right of Way (R/W) Resources Administrator. Update the fiscal year R/W Capital Allocation Plan and PRSM Screens. Review and evaluate support/capital expenditure, allocation and programming for each project and initiate timely request for fund allocation and program augmentation. Forecast, identify and analyze funding and financial problems and develop alternative supported solutions. Summarize and recommend the most appropriate course of action and beneficial solution that includes consideration of budgetary constraints, project delivery requirements, compliance with state and federal laws and regulations. departmental policy and Local fund effect to management.</p> <p>Coordinate with R/W management and project coordinators to develop and maintain spending plans that provide specific direction for spending from multiple funding sources, including Final Cost Estimates.</p> <p>Identify projects that qualify for Federal funding. Take affirmative and proactive steps at all levels of project Federalization. Communicate to Right of Way management, Right of Way Agents, Office of Federal Resources to certify that all Federal requirements are met and transmitted to Office of Federal Resources and that all eligible projects are federalized. Federal requests are made through the Federal Aid Data Systems (FADS). Assist project managers on R/W phases final vouchering.</p> <p>Verifies the specific budget authority represented by the Project ID by consulting sources such as California Transportation Commission (CTC) votes, G-12 Resolutions (the allocation of funding by the CTC and HQ Budgets), and Programming documents. Verifies that the coding of the Project ID is accurate during each phase of the Project's life cycle - from project initiation to final accounting.</p>
30%	E	<p>High levels of independence required in researching, analyzing, setting up queries, running reports, reconciling, auditing, and reporting.</p> <p>Coordinate with HQ Budget and project managers to establish, manage, and closeout of R/W phases. Ensure correct coding, funding, fiscal year and resourcing for R/W Phase 2 and 9 activities in accounting system and PRSM utilizing applicable Co-Op Agreements, CTIPS, PMCS, and AMS Advantage.</p> <p>Research project information and analyze funding sources for R/W projects. Create appropriate coding in the tables in Accounting's financial system to capture and document correct support/capital resources for each project. Ensure all projects for R/W support/capital are correctly created, properly maintained and adequately funded in accounting system. Determine the need to set up earmark phases for a project and allocate appropriate funding to these phases.</p>
20%	E	<p>Review and analyze Right of Way Data Sheet and Transmittal. Evaluate submitted requests for support and capital (phase 2 and 9) programming, completeness, and resourcing utilizing AMS Advantage/FI \$CAL, PRSM, etc.</p>
10%	E	<p>Review, interpret and analyze potential problems in cooperative agreements entered into between the department, private entities, local and other state agencies on the scope of work and fund sources. Monitor work progress and track expenditures to preempt cost over-runs, breach of agreement and potential delay in project delivery due to inadequate funding.</p>
5%	E	<p>Provide input and advice to help maintain, update and improve the statewide R/W Management Information System (ROWMIS). Serve on Quality teams for improving Planning and Management processes. Assist in performing other Planning and Management duties.</p>

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have good knowledge and understanding of the R/W policies, manuals, R/W Planning & Management procedures and a general knowledge of the department's programming, budgeting and accounting processes. Must have a general knowledge of federal funding regulations and guidelines, and Departmental management systems including PRSM, CTIPS, AMS Advantage/FI \$CAL, PCR Database, Federal Aid Data Systems (FADs).

Must be able to reason logically and creatively resolve problems and issues, independently gather and analyze data and information from numerous sources. The ability to communicate effectively, both orally and in writing, is a necessity. Must also be

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

able to establish and maintain cooperative working relationships and provide effective customer service. Must be able to coordinate multiple priorities, work independently, and schedule work to ensure the successful functioning of the unit. Must be able to complete assignments and perform with a high degree of independence of action and accuracy. Must be able to perform his/her work in an accurate and timely manner by prioritizing tasks and exercising good judgment.

Other desirable experience, knowledge and abilities include:

1. Technical experience in budget analysis, budgeting and accounting processes and project management principles.
2. Ability to quickly grasp new ideas and incorporate them into existing procedures.
3. Ability to work independently as well as be part of a team.
4. Knowledge of computer software programs and databases such as CTIPS, PMCS, FADS, ROWMIS, Outlook, Adobe, MS Excel, Word, and Power Point.
5. Ability to learn and excel in the department's financial system - ADVANTAGE/FISCAL.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions, judgements or recommendations could result in project delays, missed deadlines, inadequate allocations of resources, loss of revenues and federal funding, federal sanctions and/or penalties, inappropriate use of State funds, possible liability to the State and criticism from local public agencies, local planning organizations and elected officials and the public. Failure to identify adequate funds being allocated and available may hinder right of way to be acquired on schedule and delivered for construction.

PUBLIC AND INTERNAL CONTACTS

The position involves little public contact. Internal contacts are extensive. Constant liaison with District Right of Way personnel, other District divisions, various Headquarters divisions, and staff from other State, and at times public agencies are necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include sitting for long periods and daily use of a computer and telephone. Requires manual dexterity to operate a computer for preparation of project models, reports, and forms. Requires occasional bending, stooping, lifting, and kneeling. 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 report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional requirements include interacting with people at all levels of the organization. It is important to develop good working relationships and work with all in a cooperative manner. Requires the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to create a work environment that encourages creative thinking and innovation.

WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. 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. Hybrid Telework option with minimum of two days on-site per week could be available. 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

Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned workspace will be a workstation within an open floor plan, cubicle type office environment. The position may require traveling in State.