

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 08-601 MAINTENANCE SUPPORT (EFIS 2339)
WORKING TITLE Maintenance Budget Analyst	POSITION NUMBER 908-601-5393-XXX
	REVISION DATE

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 is responsible for the analysis and management of the allocations, expenditures and encumbrances for the District 8 Division of Maintenance. The incumbent acts independently performing critical program workload and must have regular and punctual attendance in order to maintain budgetary requirements.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **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, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Equity, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	Develops, monitors, manages, and analyzes the allocations and expenditures/encumbrances for District 8 Maintenance Division, and cross functional allocations, expenditures, and encumbrances for all other District 8 Divisions that receive cross allocated funds from Maintenance. Makes recommendations and allocations of the District 8 budget to Region Managers. Analyzes ongoing budget status and facilitates budgetary decisions. Researches and analyzes expenditures/encumbrance data for conformance to correct charging practices. Coordinates any needed corrections with HQ Office Chief, Program Managers, District staff, and the Division of Accounting. Evaluates Program and provides management with regular and ad hoc reports on a current budget status. Provides statistical information on project resource and construction cost. Independently evaluates and summarizes expenditures by cost center. Prepares and submits detailed spreadsheet reports. Advises supervisor of potential problems and recommends options for resolving expenditure issues. Uses Info Advantage and Datalink to extract and collect data to evaluate project expenditures and encumbrances.
40%	E	Develops strategies for maximizing resources in response to changes in various program requirements. Analyzes financial packages related to implementing core budget strategies. Recommends allocation options and future Budget Change Proposals/Finance Letters considering core program business plans. Develops reporting systems, as needed, relating to core program business plans. Analyzes current method for accounting of program budget and coordinates with the Division of Accounting for any needed changes.
15%	E	Creates, updates, verifies the status, and researches project identifications numbers using Advantage 4.0 and the Integrated Maintenance Management System (IMMS). Creates reporting codes to use for tracking of expenditures.
5%	M	Researches, analyzes and coordinates correcting mischarges from the Division of Maintenance. Assists with other office duties as needed including cross training in order to backup other analysts that may develop, monitor, and manage the allocations and expenditures for District 8.

<sup>1</sup>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, however, may act as a lead in special assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Strong analytical skills are essential. Must have experience with research methods and techniques, and computerized models to research or analyze data. Must communicate effectively to individuals and groups, both orally and in writing, plan, organize and prioritize complex and sensitive workload; prepare and present technical information in a format suitable for management reporting; establish and maintain cooperative working relationships. Ability to investigate, identify and resolve/propose solutions to problems; and analyze and develop meaningful recommendations for management. Knowledge of the State's budget development process and requirements are desirable. Must become proficient with Statewide System reporting resolution and training and developing system reports. Knowledge of personal computer systems and computer application programs (Microsoft Word, Excel, Outlook, Power Point, Access). Must have the ability to create database spreadsheets, graphs, charts, tables (including pivot tables), and reports.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsibility for providing management information on the use of resources. Failure to fulfill this responsibility could reduce the effective management of resources in these functional areas which could affect the Department of Transportation's basic mission of providing a means for safe, expeditious transportation throughout the State.

**PUBLIC AND INTERNAL CONTACTS**

Develop and maintain cooperative working relationships with Headquarters managers and analysts. Will have frequent contact with Division of Accounting, Division of Budgets and District Maintenance staff as well as other Headquarters Program staff that monitor appropriations for their specific Programs.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must be able to sit for long periods of time while analyzing data and using a keyboard to input data into spreadsheets and reports. The ability to work autonomously sometimes under heavy time constraints is required. They must possess the ability to deal with difficult situations and address client concerns in a professional manner.

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### WORK ENVIRONMENT

The incumbent will work in an office building in the downtown area of San Bernardino. The office environment is modular-open space in a team setup with climate control and artificial lighting. Meetings are held at various sites in the San Bernardino and Riverside County area.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE