

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Administration/Office of Budgets/Operating Expense Unit	
WORKING TITLE Administrative Officer - Operating Expense	POSITION NUMBER 908-007-5393-003	REVISION DATE 10/10/2024

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 supervision of the Assistant District Budget Manager (Staff Services Manager I), the Associate Governmental Program Analyst serves as the Administrative Officer and designated Fund Monitor for one or more Divisions. Works directly with the District Budget Management staff in providing support in all phases of cost accounting and management of resources. Provides support to staff regarding the interpretation of accounting procedures, utilizing the State Administrative Manual, State Government Code and Statutes, Federal Highway Administration Regulations, and internal Operations Manual.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Equity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Equity, 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 - Engagement, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

TYPICAL DUTIES:

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

25%	E	Responsible for independently managing and monitoring various Program Operating Expense (OE) allocations and expenditures. Receives allocation at the beginning of each fiscal year, establishes tracking spreadsheets for Divisions and Programs, reviews expenditure requests to ensure availability of funds and to confirm proper cost coding, approves all OE expenditures before funds are spend. Tracks expenditures using InfoAdvantage reports pulled from the Enterprise Resource Planning Financial Infrastructure (EFIS) and monitors all OE balances. Using Excel spreadsheets, evaluates, reconciles, and audits monthly, quarterly, and annual expenditures reports; interprets data and develops various functional reports such as OE reports, etc. provided to management to pro-actively manage Program and Division funds.
25%	E	Incumbent reconciles and analyzes expenditures using, OE reports, to determine if charging is authorized, appropriate, and charged correctly. Receives copies of Cal-Card statements from Cal-Card holders, Travel Expense Claims (TECs) and reconciles them against approved expenditures. Analyzes program and project contracts to determine if funding is available. Processes Expenditures Adjustment Requests (EAR) to correct mis-charges. Works with Program and Division Point of Contacts to determine if purchases are compliant with rules, policies, and guidelines and offers guidance to various entities. If additional resources are needed or unexpected expenses are incurred, the incumbent must notify the functional manager and ensure additional funding is provided prior to authorizing expenditures. Prepares OE budgets for various Programs.
25%	E	Functions independently to process encumbrance documents for the Architectural & Engineering (A&E) consultant contracts. Analyzes various information entered in EFIS database to ensure the information is current, and that the contract amount availability matches allocations and submits to HQ's Accounting for processing; prepares and provides expenditure reports generated from the E-FIS system to various staff in Program Project Management who administer the A&E consultant contracts workload.
15%	E	Acts as the liaison between various Program and Functional Managers to assist in the preparation and submission of travel, extraordinary needs, and future year projection reports. Creates and monitors the Capital Outlay Support (COS) Off the Tops for all divisions, and distributes allocations to each division.
10%	M	Acts as the Resource Specialist to assist various staff in all areas related to OE and purchasing for the District.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles and practices of general business management, modern methods of public and business administration including organization, fiscal and personnel management, administrative analysis and budgetary procedures.

Knowledge of general computer systems, District databases, Advantage/InfoAdvantage, Excel, and Timeshare programs; must have a good working knowledge of computer applications such as database, spreadsheet, word processing, and other programs. Using a personal computer, must be able to produce spreadsheets, graphs, charts, reports, etc.

Must have knowledge of the Department's purpose, organization, policies, and procedures and and understanding of the Department's goals and objectives. Must have the ability to serve as a staff consultant to the Division's management on matters concerning budgeting and fund monitoring.

Must be able to independently analyze and make decisions; must have the capacity to analyze database data to determine if resources are being properly expended. Must be able to provide advice and assistance on varied and difficult problems which at times are of a sensitive nature and which could have an adverse impact on the Department. Must have the ability to interpret and apply rules and procedures, develop and present ideas and information effectively; develop alternatives to problems and formulate solutions. Must be able to estimate and budget for future needs and the cost of personnel, equipment, services, supplies, and space. Must maintain cooperative working relationships with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make decisions independently that will reflect positively for the district and department. Poor decisions could result in ineffective decisions and solutions for the district and/or department that are inconsistent with local, state, federal rules and regulation; assessment of penalties and/or fines resulting in monetary loss to the state, compromise the district's position in legal claims and/or lawsuits; and damage the district's credibility with internal and external partners.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Independently confers and/or communicates with all levels of staff within the Department, other State and Government agencies, Headquarters and District personnel, private industry contacts, and the public. The incumbent is expected to develop and maintain good working relationships and deliver quality customer service to all internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Ability to work on a keyboard; manual dexterity, sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental and Emotional: Must grasp essence of new information and new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet deadlines at times. Must have the ability to work cooperatively with others.

WORK ENVIRONMENT

While at their base of operations, employee will work in cubicles in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate. Overtime may be required, and vacations may be restricted during peak time and fiscal year-end closing.

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.)

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