

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION D02/Maintenance & Operations/Resource Management | |
| WORKING TITLE Maintenance Budget Analyst | POSITION NUMBER 902-600-5393- | 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 supervision of the District Maintenance and Operations Budget Resource Manager, a Staff Services Manager I, will perform budgetary duties for the District Maintenance Division and Traffic Operation Division. This includes tracking both personal services dollars, operating expenses, coordinating personnel processing and developing cross-allocations to and from other Programs. Occasional travel may be required.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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 - 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 - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

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| 40% | E | Analyze expenditures, develop comprehensive ad hoc reports, and conduct monthly budget meetings for Managers - reflecting expenditures, spending trends, projections and allocation proposals. Advise Maintenance Resource Manager of potential budgetary shortfalls and provide recommendations. Investigate current and historical data and compile findings for monitoring, projections and cross-allocation purposes. Respond to requests from the District Budgets Office, State Highway Operation and Protection Program (SHOPP) Coordinator, Maintenance Managers, and HQ Maintenance. Prepare monthly and quarterly reports as required by HQ Maintenance. Coordinate personnel processing and correspond with other programs and districts on personnel issues and documents. Work directly with the District Maintenance Resource Manager and District Budget Office to resolve expenditure errors as needed. Work directly with Deputy District Director, and Maintenance Senior staff in the development of the annual sub-allocations (PY's). |
| 20% | E | May be required to act as backup or assist the Traffic/Planning Budget Analysis; analyze and coordinate the development of Traffic Operation and Planning's annual resource budget. Monitor positions, personal services and operational budget allocations and attend program budget meetings. Correspond with other programs and districts on budgetary issues. |
| 20% | E | Provide guidance for informational resources regarding proper charging procedures, including reporting codes, project numbers, object and activity codes. This also involves interacting with Maintenance Region Office staff, SHOPP Coordinator, and District Integrated Maintenance Management System (IMMS) Coordinator on reporting improvements, contracts expenditures and data accuracy. Research and analyze expenditure data and correct charging errors through HQ Accounting. Track Highway Maintenance (HM) project funding and advise Pavement Coordinator on HM budget. Work with District-Budget Office and Pavement Coordinator on supplementing HM projects and responsible for requesting reversion or closure of HM projects. |
| 15% | E | Comply with State and departmental procurement rules and regulations. Maintain proper documentation of all purchases and provide assistance to Maintenance program coordinators to meet required reporting requests. Work with the Storm Water Coordinator in District 2 Roadside Maintenance to compile data for storm water audits and any special requests as needed. |
| 5% | M | May be required to assist Maintenance Engineering staff, as needed during emergency situations, such as storm damage incidents. May assist or act as backup for the Evacuation Zone Monitor for Maintenance Engineering staff - maintaining radio contact with the Emergency Coordinator during evacuations and monitor the employee roster for assigned zone. |

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

Incumbent will apply program guidelines in monitoring allocations and expenditures. Noncompliance may adversely over or understate budget expenditures and projections allowing decisions to be made based on inaccurate data and/or the mismanagement of millions of dollars. Must be able to effectively identify and analyze problems, evaluate information from regulations, departmental policies, laws and/or rules, determine its accuracy and relevance, and consider the effect of such changes. Uses sound judgment to generate and evaluate alternatives and recommend solutions. Uses imagination and resources to develop new insights or methods where current methods and procedures are insufficient to accomplish the desired outcome.

Incumbent must be highly motivated, possess organizational skills, and technical analytical skills. Must be able to communicate effectively, have the ability to work towards an agreement, negotiating to find mutually acceptable solutions to issues. Must be able to ensure compliance with appropriate laws, rules and policies, and procedures and know how to apply them. Must be able to communicate to individuals or groups effectively. Must be able to produce documents that are concise, clear, using correct grammar, spelling, punctuation and structure. Must be proficient with a personal computer and latest software applications such as Microsoft Excel, Access, File Maker Pro, Windows NT and Microsoft Word. Must be proficient in accessing information from departmental computer programs such as Caltrans Enterprise Financial System (EFIS), IMMS, and use of the Internet and Intranet. Must have good organizational skills. Must be able to prepare presentations for managers that include illustrations when needed. Must have knowledge of Caltrans policies and procedures and the budget process. Must be able to deal effectively with people, using tact and good judgment.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for both personal services dollars and operating expense funds of the Maintenance Division, including cross-allocations to and from other Programs. Errors in calculations, predictions and judgment would have serious effects on the Maintenance function. Failure to carry out the above identified duties may result in inaccurate records, additional costs to the department, erroneous information to the media and internal/external contacts. Also, over expenditure of budget, degradation of relationships with external parties and agencies, noncompliance with applicable policies and laws, inconvenience to customers, delays for managers, and lower credibility for the office, district and department.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to work closely with managers and supervisors on updating and monitoring allocation and expenditure information. Work with Headquarters staff to resolve budget issues and charging practice errors. Incumbent ensures that the public and employees are treated with consideration and respect. Communicates with public and employees to provide information to satisfy their expectations. Requires customer service attitude and responsiveness to customer needs. Contact with the public is minimal.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee may be required to sit for long periods of time using a keyboard and video display terminal. Other physical activities will include standing, walking, bending at the neck and waist, stooping, squatting climbing, kneeling, twisting at the neck and waist. Operating a motor vehicle is also part of this function. The ability to lift or carry 15 pounds or move large or cumbersome plans and diagrams from one location to another will be necessary. Other activities may be reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation.

WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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.)

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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