

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION Central Region Services- Administrative Support | |
| WORKING TITLE Program / Contract Manager Assistant | POSITION NUMBER 906-700-5393 | 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:

As an Associate Government Program Analyst, the incumbent will work under the direction of a Contract Manager (Staff Services Manager I) or the Office Chief, a Staff Services Manager II, of the Central Region Services Administration Support Services, Central Region Consultant Services Unit. The incumbent provides contract management support by developing, preparing and processing various contract documents and in conjunction with Contract Managers (SSM I) and under minimal direction, performs duties of moderate technical difficulty. The AGPA also provides programs management support by monitoring program expenditures and creating reports to provide updates to internal and external customers.

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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Pride)
- **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 - 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 - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **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 - 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 - Innovation)

TYPICAL DUTIES:

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

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| 50% | E | Independently performs complex, comprehensive and detailed analysis of consultant and sub consultant invoices for completeness and compliance to Caltrans policies and procedures. Process for payment the most complex, multifaceted invoices within the mandated time frame. In conjunction with Contract Managers, Project Managers, region functional units and Headquarters contract personnel, develops consultant contracts and task orders by analyzing and reviewing various contract documents for inaccuracies, inserting correct policies and procedures where needed, and by reporting current status to all stakeholders. Analyze and compare complex contract cost proposals and task order cost estimates from Caltrans functional units and Consultants to ensure compliance with current State and Federal laws and regulations. Verify the appropriate use of classifications for the work required, the labor rate, and the overhead and profit percentage. The analysis will be used by the Contract Managers for contract and task order cost negotiations with the Consultant. |
| 20% | E | Analyze and process the more difficult invoices in the Central Region Services Consultant Services Unit, maintain consultant contract invoice and files to ensure compliance with contract and state requirements. Perform labor compliance to ensure the enforcement of federal and state labor laws relative to employment on the construction of public works in the areas of prevailing wages, wage determinations, certified payrolls, apprentices and trainees, and subcontracting. Verify contract paperwork and submit invoices to Accounting for payment in a timely manner. Prepare and submit encumbrance documents for the 232 Capital program to HQ Accounting. |
| 15% | E | Request and reconcile accounting report with contract expenditures and encumbrances, identify discrepancies and initiate corrective measures where appropriate. The data requested will be compiled from CMS 2. |
| 10% | E | Develop training and provide guidance to Staff Services Analyst staff in the Central Region Consultant Services Unit regarding invoice processing. Update and maintain invoice processing training manual as required. |
| 5% | M | Reconcile contract invoice data to the appropriate EFIS expenditure reports for the Central Region Consultant Services Unit and verify expenditures do not exceed contract and task order allocated amounts. |

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 Associate Governmental Program Analyst may serve in a lead person capacity as part of a team effort in performing analytical duties and various report preparations. The incumbent may work with and provide direction to Staff Services Analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of various methods of the project development and contract management processes and how they interface with other units in the Region and Headquarters. The incumbent must also have the ability to perform word processing and spreadsheet operations on the personal computer. The incumbent must possess a sufficient level of accounting skills to enable them to provide an accurate view of the financial aspects of consultant contracts and to exercise sound judgment in the review of invoices and the preparation of receiving records and other financial monitoring activities. Must be proficient in Microsoft Office software including Excel.

Able to analyze situations and problems that occur from consultants requests, region personnel, Headquarters and section staff. Must have understanding of contract unit responsibilities and direct these problems to the proper personnel for resolution. The incumbent is also required to be knowledgeable in current Department and Agency policies for contract out work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may effect the delivery of specific and on-call contracts. Failure to accurately monitor and report the expenditures of State and Federal funds could lead to inappropriate payments being made to the consultants.

PUBLIC AND INTERNAL CONTACTS

The Associate Governmental Program Analyst will be in personal contact with outside engineering consultants, professional personnel from District 5, 6, 10 and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using keyboard and video display terminal, which may include viewing

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small font types for extended periods. Employee may be required to transport a laptop computer and portable printer while on field visits. Employee may be subjected to high levels of stress related to project delays, cost and schedule changes.

WORK ENVIRONMENT

The incumbent will primarily work in a climate controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. Incumbent may also be required to travel and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather).

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
