

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Program Project Management/District Coop Agreement Unit	
WORKING TITLE District Cooperative Agreement Coordinator (DCAC)	POSITION NUMBER 907-105-5393-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 direction of a Cooperative Agreement Manager, Staff Services Manager I (SSMI), the Associate Governmental Program Analyst (AGPA) provides technical and analytical support to the District Cooperative Agreement Unit (DCAU). The AGPA performs the more responsible varied and complex, technical, and analytical staff services assignments such as preparing, drafting, and processing various types of Cooperative Agreements and Funding Agreements using approved formats and articles. The incumbent determines and drafts the type of agreement needed, coordinates the review, approval of drafts, and circulation between all stakeholders for full execution. The incumbent coordinates the processing of Cooperative Agreements, which are legally binding agreement that outline the responsibilities and respective obligations of parties to the Agreement and is always required when there is an exchange of funds, materials, and/or commitment of personnel resources.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity)
- **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 - 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)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - 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, Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)
- **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, 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)

**TYPICAL DUTIES:**

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

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50%	E	Incumbent determines, drafts, and processes various types of Cooperative, Funding, Relinquishment, Highway Improvement, Amendment, and Contribution Agreements using standard forms, articles, and clauses as stated in the Cooperative Agreements Handbook, utilizing the Project Agreement Construction Tool (PACT) and Microsoft Office Suite; works with Project Managers to review agreements; coordinates with Project Development Team (PDT) and District Content Experts (DCE) for proper format and wording; provides reviews, comments, and revisions to draft documents with necessary changes; and works with Headquarters Office of Delivery Improvement and Agreements (HQ ODIA), the District, HQ Policy Owners, and Local Agency representatives to track and develop agreements in Microsoft Word; and follows procedures to contact the appropriate parties as necessary, from the Agreement's inception to execution. Incumbent must interact with Project Managers, District/HQ Policy Owners, HQ ODIA personnel, Local and Permitting Agencies, and Private Developers.
25%	E	Incumbent circulates final draft agreements between various Functional Units within the District, HQ ODIA, Local Agencies, or others associated with the agreement for approvals; analyzes and compares documents for integrity of language; prepares memorandums and letters; requests final approvals and signatures from necessary stakeholders; and distributes copies of fully executed agreements to all necessary parties.
15%	E	Incumbent maintains master file system of all current and executed agreements; maintains and updates the Cooperative Agreement tracking system for multiple pending agreements by updating the log with weekly current statuses to ensure accurate and up-to-date information; documents the Agreement's developments and keeps records of email communications; and provides informational statuses regarding the Agreements upon request.
5%	E	Incumbent attends Statewide Forums to stay informed with HQ and District updates; maintains agreement files with updated standard articles; attends PDT meetings to determine an Agreement's contents and needs; facilitates meetings between the District, HQ, Local and Permitting Agencies, Private Developers, and/or other stakeholders associated with the agreements to discuss issues if necessary; and documents developments and conversations for record purposes.
5%	M	Incumbent participates in the Division's efforts to improve the effectiveness and efficiency of Program Project Management (PPM), which includes the training of others.

<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. May act in the lead capacity over less experienced staff or as a lead for special agreements and assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Personal computer hardware and software, including Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, FileMaker Pro, Adobe Acrobat Pro; the structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar; principles and processes for providing customer service to all involved stakeholders, including assessing needs, meeting quality standards for service, and evaluation of services provided; the purpose and function of Caltrans' systems and software applications, including PACT and track-changes in Microsoft Word; the laws, policies, regulations, and procedures relating to PPM concepts and Caltrans' project delivery process, including the District Director and PPM's policies and directives and the employee's roles and responsibilities relative to such policies.

Abilities: Must have the ability to reason logically and creatively to review agreement articles, be detail oriented, flexible in a changing environment, a team player, and have the ability to communicate effectively in order to achieve successful job performance. Must have the ability to represent Caltrans' best interests when coordinating and communicating, particularly with external stakeholders. Must possess excellent written and verbal skills to effectively communicate information in reports, correspondence, and meetings. Must have excellent interpersonal skills and have the ability to work cooperatively with staff of all levels and backgrounds.

Analytical Requirements: Must be able to analyze information and use logic to address work-related issues and problems. The job requires the incumbent to demonstrate dependability in fulfilling responsibilities and a cooperative attitude, with ability to work independently while exercising good judgment and initiative, demonstrating a willingness to take on responsibilities and challenges to overcome obstacles. The ability to accept criticism and deal calmly and effectively in a variety of situations is essential, as well as the ability to adapt to changing priorities and directions. Must be able to prioritize and schedule tasks in order that each sequential supporting deadline will be met on time and with accuracy.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgement. Consequences of error or inability to perform in any aspect of the incumbent's responsibilities may have adverse effects on the District Cooperative Agreements Unit and the delivery of projects within the Division of PPM. Incumbent is responsible to ensure compliance of agreements, and State and Federal requirements; as well as to capture legal obligations of agreements.

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### PUBLIC AND INTERNAL CONTACTS

This position may have extensive contact with External (Local Agencies, Permitting Agencies, and Private Developers), and contact with various levels of District and HQ personnel.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to operate a PC workstation, various software applications, have phone communication, use a photocopier/scanner/office machines, file documents, and other office-related duties. The incumbent must be able to concentrate, focus intently, and analyze complex data sets while responding appropriately in a busy office environment. The incumbent must be able to handle several issues at a time, independently prioritizing tasks as necessary. Incumbent must grasp technical information and formulate effective strategies and then communicate those complexities in a manner that is well understood by the receiver of the information. Incumbent may need to manage multiple deadlines; this may create stress, so the incumbent must have effective, non-disruptive ways of dealing with the stress created setting multiple priorities and deadlines while completing assignments. Consistent predictable attendance is a job requirement. The incumbent must be able to develop and maintain cooperative working relationships with internal and external contacts in a professional and courteous manner. Incumbent must be open to change and new information; adapting behavior and work methods in response to new information, changing conditions or unexpected obstacles, adjusting rapidly to new situations warranting attention and resolution. This position may require independent travel for State business.

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### WORK ENVIRONMENT

The base of operations will be in the District Office. While in the office setting, incumbent will perform duties in a climate controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard and using a computer monitor.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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

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