

**POSITION DUTY STATEMENT**

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION North Region Consultant Services Unit	
WORKING TITLE CSU Financial Analyst	POSITION NUMBER 903-200-5393-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction from the Chief, Consultant Services Unit (CSU), a Staff Services Manager I, the incumbent serves as the Financial Analyst for Architectural and Engineering (A&E) and Service contracts. Incumbent will coordinate and act as a cross-functional specialist on A&E budgets in the North Region, and provide input on project related Capital Outlay Support (COS) budget data for A&E work in the North Region, Districts 1, 2, and 3.

**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 - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - 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 - )
- **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 - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - )
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement)
- **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 - Engagement)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	Prepare monthly expenditure reports and analyze progress estimates to ensure that contracts remain within budgeted authority and within Regional Financial Allocations, and provides management with analyses and recommendations. Analyze reports from the CSU database, AMS InfoAdvantage, and Datalink to reconcile contract expenditures and encumbrances, identify discrepancies, and initiate corrective measures where appropriate. Track expenditures by fund type and Person Year Equivalents (PYEs) by Division, and report monthly to District Executive Office and Headquarters Project Management.

**ADA Notice**

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30%	E	Analyze and evaluate contract documents to properly manage the development, implementation, and management of complex A&E consultant contracts and Service Contracts. Manage contracts through the issuance of task orders to ensure consultants stay on time and within budget. Analyze invoices to ensure compliance with contract, State requirements, and the California Prompt Payment Act. Monitor DBE/DVBE subcontractors and/or suppliers.
20%	E	Set up and modify task orders in AMS Advantage Accounting System. Move funding between projects and Fiscal Years as necessary to achieve planned workload on Task Orders throughout the North Region, Districts 1, 2, and 3. Analyze invoices to ensure funding availability, while maintaining compliance with the Prompt Payment Act. Encumber and disencumber funds as applicable.
10%	M	Participate in yearly Workload Allocation Request, working with Districts and Divisions to determine upcoming A&E Workload. Coordinate with Divisions and Office Chiefs to determine appropriate funding requests, and prepare annual report to be submitted to Headquarters Project Management.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. The incumbent may act in a lead capacity on an as needed basis.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of accounting, budgeting, and contract management processes. Must be able to analyze and categorize expenditure data quickly and efficiently. Ability to analyze and interpret policies, agreements, and contracts is desirable. Ability to develop and implement new and revised procedures, maintain accurate records, and take action independently. Must also have the ability to work closely and effectively with others and be able to communicate effectively, both orally and in writing. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

The incumbent must have the ability to work closely with Project Managers, Functional Managers, and Headquarters units to track and report expenditure and budget data, and provide recommendations to management regarding A&E Budget matters. The incumbent must have the ability to evaluate and make recommendations concerning budgetary matters for multiple A&E contracts.

A working knowledge of Microsoft applications, as well as familiarity with database applications, is desirable.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The inappropriate use or over-expenditure of allocated resources could establish an illegal obligation and/or expenditure of funds. Failure to properly interpret and ensure compliance with current Accounting and contract procurement procedures could result in costly disputes with consultants and local agencies, legal actions, and delays in providing the public with timely highway improvements.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must effectively communicate both orally and in writing with consultants, contractors, local agencies, and functional units in the Region, District and Headquarters.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Incumbent must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

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### WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment under artificial light.

Vacations may be restricted during expected and/or unexpected peak workload periods.

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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.)

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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