

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 7 Administration/Business Mgmt/Business Services	
WORKING TITLE Associate Governmental Program Analyst	POSITION NUMBER 907-035-5393-011	REVISION DATE 09/06/2024

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 direction of the Business Services Branch Manager, a Staff Services Manager I, the Associate Governmental Program Analyst will perform a wide variety of independent technical and detailed analytical work in support of the operation and continuity of service of the District 7 Business Services functions including, but not limited to detailed procurement services and contract management, project development, and administrative and technical duties. The incumbent will provide expert advice and consultation to management on business service matters including advising on innovative actions which support program advancements and efficiencies.

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 - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - Integrity, 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 - Pride)
- **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, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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 - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

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

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60%	E	Responsible for procurement and contract functions. Responsible for executing and managing several contracts and projects including, but not limited to developing scopes of work, obtaining quotes and bids, completing and processing contract documents, performing contract management, and processing payments. Regularly review and evaluate existing contracts to ensure compliance with contract terms. Acts as a liaison between the department and vendors, contractors, consultants, and business partners to obtain products and services and coordinates action items such as project site walks, inspections, project development team meetings, planning meetings. Makes recommendations to management on changes or improvements to contracts or services. Ensures contracts are executed timely and that contracts are renewed prior to expiration. Serves as the District CalCard Liaison, and serves as the Primary Division CalCard Holder and Contract Manager. Advises and provides guidance to staff on procurement and contract policies and procedures. Manages, monitors, and reviews contracts for print and reproduction, mailing and shipping, and cashiering equipment and services. Works to establish maintenance contracts to ensure equipment remains functional and services run smoothly and continuously. Ensures supplies are consistently stocked, available, and ordered on time to maintain continuous service.
20%	E	Receive and process requests for print and reproduction services, work with Caltrans HQ to complete and process requests for print and reproduction services. Receive and process requests for mailing and shipping services. Initiate, receive, process, and analyze transactions of the cashiering office.
15%	E	Serve as the District Records Retention Coordinator and Form Coordinator to ensure that all policies and directives are properly followed and retention schedules are implemented throughout the district. Serves as the Division of Administration California Public Records Act (CPRA) Coordinator and works with various Administration functions to compile information for CPRA requests. Serves as the District Conflict of Interest Coordinator and ensures district compliance with Form 700 submissions, Ethics Training, and other related items. Prepares the Quarterly Report of the Authorization to Destroy Records.
5%	M	Perform others administrative duties as assigned in order to support the Division of Administration, including but not limited to assisting in the administration of the District Parking and Rideshare Program. Issue parking violations, develop policies and procedures, writing reports, reviewing and analyzing historical and statistical data, and advising district staff and visitors on parking policy and procedures.

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 is a rank and file position with no supervision or guidance exercised over others, however, the incumbent may act as Staff Services Manager I in the absence of the direct supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level.

Ability to: Communicate effectively with all levels of management, the public, vendors, members of DGS, security staff and other agencies; reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both verbally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make decisions within established guidelines. Error in judgment or work product could affect budgeting, programs, and general work activities. Failure to ensure equipment is maintained properly could increase Caltrans' liability, placing the Department at risk for violations resulting in monetary penalties and/or potential litigation.

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PUBLIC AND INTERNAL CONTACTS

Independently communicates with all levels of management (headquarters and districts) covering a variety of departmental programs and organizations both within the department and externally. Maintain continual contact with all employees within Caltrans, including high-level administrators, as well as the general public and other stakeholders such as external agencies, vendors, security staff, personnel of cities, counties, state and federal agencies, etc... Contact may be adversarial and contentious.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to concentrate and meet strict deadlines. Must be able to develop and maintain cooperative working relationships, recognize problems or difficult situations and respond appropriately. Must deal tactfully and courteously with all persons and adhere to the department's policies and directives. Must be able to focus on precise activities beyond the distractions of a busy business environment, be emotionally stable, alert and aware at all times. Must be able to travel to field offices or other locations, and attend required training and meetings. The incumbent must be able to interpret laws and legal documents. The incumbent may need to maneuver up to 50 pounds. The incumbent may be required to move boxes of files, publications, paper and supplies from one location to another, and may be required to carry bulky items. This position will require the ability to climb stairs and ladders, and occasional bending, stooping and kneeling.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes of changing office temperature as a result of fluctuating building temperatures. The incumbent may also be required to travel to and from field office locations throughout the district, and regularly attend, assist with, and support activities hosted or presented by the Division of Administration that may cause exposure to extreme temperatures (hot and cold), dirt, noise, and uneven surfaces. The incumbent will work in a workstation within shared office space. 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 the selected candidate. Working hours will be set between the hours of 7:00 a.m. and 5:00 p.m., Monday-Friday, 5/40 schedule.

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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