

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D3 / Division of PPAM / Office of PPAM Support	
WORKING TITLE Project Manager Assistant	POSITION NUMBER 903-100-5393-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 general direction of a Staff Services Manager I, the incumbent provides support to the Project managers (PM) in a broad range of document development, technical scheduling, budgeting, and analytical activities in the delivery of the District's Capital Program projects. This includes coordinating, monitoring, and analyzing all phases of a project including: Project Initiation Documents (PID); Project Approval and Environmental Document (PA&ED); Plans, Specifications, and Estimates (PS&D); Right of Way Support and Capital (R/W), and Construction Support and Capital (CON). Possession of a valid driver's license is required when operating a State owned or leased vehicles.

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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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 - Engagement)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Assist the Project Manager with the preparation, modification and maintenance of project work plans utilizing Critical Path Method (CPM) techniques in the Project Resource and Scheduling Management System (PRSM) application. Review, analyze, and evaluate project data; recommend allocation and schedule adjustments to Project Managers; research and respond to project schedule adjustments and direct or re-direct resources to accomplish project deliveries. Interpret data to forecast potential issues.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

25%	E	Research, analyze, and report on projects requiring risk management plans and risk registers. Review risk management documents and recommend changes. Obtain required certifications and signatures on risk registers. Research project workplans in PRSM and advise Project Managers of upcoming milestones relating to risks. Upon achievement of appropriate delivery milestone, begin the project close-out process. Handle issues related to the close-out of projects. Monitor project phases, milestone target dates, and resources for projects in close-out.
20%	E	Prepare all Programming and Funding documents as requested by the Project Manager. These documents include: Funds Requests, Program Change Requests, SHOPP and STIP Amendments, and G-12 Requests. Gather all necessary documentation, obtain approvals, and forward to headquarters for processing.
10%	E	Organize meetings with staff and management from various programs to discuss project issues, deliverables, status, risks, and lessons learned. May act as meeting facilitator.
5%	E	Prepare and coordinate quarterly SB-45 reports and letters to our local transportation partners for STIP projects. Coordinate and verify information entered quarterly into the Department's Proposition 1 B reporting web site.
5%	M	Assist the Project Manager and Cooperative Agreement Coordinator with the research and development of cooperative agreements for projects.
5%	M	May act as liaison or coordinator for any of the above duties.

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

Knowledge of:

- Caltrans Project Management processes & principles
- Accounting principles
- Departmental and transportation principles
- Departmental and district programs and organizational structures
- Policies and practices pertaining to the activities of each of the major project phases
- Computer software and databases used by Caltrans such as CTIPS, PRSM, MS Word, MS Excel, AMS Advantage, and Filemaker Pro.

Ability to:

- Exercise good judgment and make logical decisions
- Analyze and interpret a variety of information
- Work cooperatively and develop good working relationships with other district and headquarters staff
- Communicate effectively both verbally and in writing
- Research, analyze, and compile information into comprehensive and complete reports
- Analyze a variety of project information from various sources to identify problems that could adversely impact project cost, scope, or schedule
- Provide guidance and quality customer service to all department staff and management
- Plan, organize, prioritize, and work independently.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to identify issues that may affect project delivery. Failure to identify issues early or failure to monitor and coordinate with functional units may result in project delay and/or cost increases.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the department. The incumbent may also serve as a contact for projects with local, state, and federal agencies.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings both during the day and evening.

- The incumbent may be required to move large or heavy files, displays, and equipment from one location to another.
- Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

WORK ENVIRONMENT

Work hours will typically be set between 6:30 am and 6:00 pm. While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. May require occasional travel outside of normal work hours and overnight.

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.)

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