

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Policy Branch	
WORKING TITLE Associate Policy Analyst	POSITION NUMBER 702-019-5393-144	REVISION DATE 11/17/2023

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 Staff Services Manager I, the incumbent performs the more responsible, varied, and complex full journey-level analytical duties in the Division of Procurement and Contracts (DPAC). The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customer expectations. The incumbent is expected to be an expert on and stay abreast of developments and changes with laws and regulations that can affect the department and/or division; work with customers individually and in task teams to review pertinent data and ensure activities are performed in accordance with State, Federal, and departmental laws, policies, standards, and controls; partner with control agency representatives, Caltrans Legal counsel, and Caltrans Information Technology staff, as necessary to resolve administrative issues and facilitate improvements; accomplish tasks in accordance with all applicable statutes, regulations, and guidelines imposed by State control agencies and established levels of service for DPAC; and communicate findings through reports, memorandums, and presentations.

**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, Strengthen Stewardship and Drive Efficiency - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Engagement)
- **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 - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Integrity, Pride)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Pride)

**TYPICAL DUTIES:**

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

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45%	E	Act as the DPAC Audit Liaison by coordinating with internal and external stakeholders to provide requested information for review by the Independent Office of Audits and Investigations and various external control agency staff. Participate in the audit and/or compliance review process, coordinating key stakeholder meetings and the development of DPAC's responses to audit report findings and recommendations. Track progress toward completion of recommended actions and generate status update reports as required by established audit response schedules. May lead project or task teams in the completion of assignments identified to remediate business process deficiencies identified during an audit.
25%	E	Assist with the development of legislative bill analysis. Conduct research and analyze the impact of proposed legislation, soliciting feedback from various business areas as necessary. Monitor compliance with established records management program to ensure records are documented, retained, and updated in accordance with departmental and division policies and procedures.
20%	E	Coordinate with the Caltrans Division of Information Technology and Caltrans districts/programs to review and correct errors in the interface between the Caltrans Advantage Financial System and the Financial Information System for California (FI\$Cal).
10%	M	May act as backup to other analysts. Regularly participate as a member of a team to brainstorm, develop solutions, and draft recommended alternatives in response to administrative problems. As a peer reviewer, review drafts to ensure compliance with applicable laws, policies, and standards. Performs special assignments as assigned.

<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**

No direct supervision; however, may act as a lead analyst.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services, such as budgeting, management analysis, governmental functions and organization, and State contract and procurement processes. Must have knowledge of methods and techniques of effective team or conference leadership. Must have the ability to read, understand, and apply law, rules, policies, and procedures, including those found in the California Department of General Services (DGS) State Contracting Manual, DGS State Administrative Manual, Government Code, Public Contract Code, Streets and Highways Code, applicable Federal regulations, and applicable regulations of Caltrans and various control agencies, such as DGS and the California Department of Human Resources (CalHR). Must have the ability to act as a team or conference leader.

A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with some degree of independence. The incumbent must be able to make presentations and competently represent Caltrans. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. The incumbent must be able to establish and maintain cooperative working relationships with Caltrans managers and employees, as well as contractors. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors, omissions, or failure to maintain documentation supporting activities could result in violations of statutory requirements, causing audit citations or lawsuits against the State by private contractors or labor unions. Caltrans' authority to procure goods and services could be revoked by State control agencies if business activities are not in compliance with requirements. Poor judgment could result in loss of delegation, delays in completion of Caltrans or other agency programs, and loss of public trust.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent works individually and in task teams to advise DPAC managers and customers regarding DPAC processes. In addition, the incumbent is in frequent contact with all levels of Caltrans and staff of other State agencies.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Keyboard use is approximately 75 percent of the time. Incumbent must have the ability to develop and maintain cooperative working relationships,

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and must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

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**WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. May be required to travel or participate in training/outreach activities both in Caltrans Districts and Headquarters program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

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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

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