

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D2/Program/Project Management	
WORKING TITLE Budget Analyst	POSITION NUMBER 902-100-5393-009	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 direction from the Chief of Project Management Support Unit (a Staff Services Manager I), the incumbent performs complex analytical assignments including but not limited to: project encumbrance adjustments and developing and maintaining detailed reports regarding allocations and expenses. Incumbent is responsible for District 2 Capital Outlay Support annual Personal Service dollars (PS) and Operating Expense (OE) budgets and provides expert management consultation to the Program Project Management (PPM) Office Chiefs and PPM Deputy District Director and Division on trends, concerns and suggested strategies.

**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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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 - 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 - Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Works with the Division Chief, and Office Chiefs, to plan, develop and administer the Program Project Management budget. Analyzes, monitors and reports on the Capital program budget, which includes Cross Allocations, Operating Expense, and Personal Service dollars. Responsible for review, analysis and interpretation of encumbrances and expenditure data and implementation of corrective action to redirect funding and/or expenditures in accordance with proper charging practices and to avoid over expenditures. Prepare and process Allocation Change Requests (ACR's) as necessary. Prepare monthly and quarterly financial program reports and meetings for managers. Utilizes Budget software and databases (EFIS Advantage/InfoAdvantage, Datalink) to retrieve data.

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20%	E	Reviews and assists district employees in creating Advantage documents such as Under \$10,000 Contracts (U10), Contract Document (CT), and Requisition (RQS) submissions. Responsible for tracking and analyzing expenditure data and taking corrective action, when necessary. Provides recommendations on appropriate charging practices to avoid erroneous recording of expenditures. Serves as the single focal point for the assigned division on all budget related issues. Attends regular monthly staff meetings with Management of the assigned Division and provides all budget related updates. Advise Deputy District Director of potential budgetary shortfalls and provide recommendations. Respond to requests from the District Budgets Office and HQ Capital Program. Serve as an informational resource regarding proper charging procedures.
15%	E	Reviews purchase and service documents to insure conformance with budgetary capacity. Signs documents certifying district funds availability and certify or approve funding in EFIS/Advantage system for Phase 4 projects as well as support other projects.
15%	E	Assists in the monitoring and processing of requests in the Project Management Support Team email inbox. Opens and closes phases upon request in support of the Project Control Officer.
5%	M	May be required to perform additional duties and act as back up support for Cal-Card transactions and reconciliations and to the Project Management Support Unit (PMSU) as needed.

<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 as a lead over other staff or on special projects.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must possess knowledge for methods used to track and monitor expenditures and personnel resources. Knowledge of personal computers (specifically use of AMS Advantage, InfoAdvantage, Datalink, Microsoft Suite). Ability to gather and analyze data, reason logically to make appropriate recommendations, analyze administrative problems and develop solutions to budgetary, planning and management issues, be innovative, take initiative, deal with changing policies and time frames outside personal control, and meet and deal tactfully with co-workers, the public, and representatives from other agencies (Local, State and Federal). Incumbent must be able to determine procedural modifications that may result in a more efficient use of resources, recommend improvements and adopt effective course of action.

Must be able to establish priorities in various areas, and evaluate progress in each. Also must have the ability to understand the processes into which the incumbent's responsibilities fall, and project the effect changes at his/her level may generate.

Incumbent must possess the ability to work independently, effectively and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered.

Incumbent is expected to work independently with a high degree of initiative and motivation.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

With minimum supervisory review the incumbent is responsible for the timely initiation and execution of daily tasks and independently ensuring that priorities as assigned are accomplished. While the management team is ultimately responsible and accountable for resource management, decisions must be made on accurate information and sound, supportable recommendations. Errors in judgment or the absence of action by the incumbent could result in inability of staff to meet program or project objectives due to lack of resources, and /or over-expenditure, increased potential liability, poor department image. Inability to produce accurate budget reports can result in poor budget management decisions and/or overruns

**PUBLIC AND INTERNAL CONTACTS**

Frequent contacts with all levels of District, Regional and Headquarters personnel to accomplish assigned tasks. Must have the ability to work with Administrative Service Center personnel, communicate needs and an understanding of the delivery process to professional engineers in the private and public sectors.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered. Must be self-motivated, congenial and tactful when dealing with others and be able to develop and maintain cooperative working relationships. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Must behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

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**WORK ENVIRONMENT**

The incumbent will be exposed to various work environments. Incumbent will work in a climate-controlled office under artificial lighting. Temperatures may fluctuate. Incumbent may occasionally attend off-site meetings within the State where climate and accessibility are uncertain. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may be required to travel in state, but the travel is not very frequent. May occasionally attend off-site meetings within the State where climate and accessibility are uncertain.

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 selected candidate.

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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