

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Division of Rail/Equipment Contracts and Finance Branch	
WORKING TITLE Contract Manager	POSITION NUMBER 900-075-5393-920	REVISION DATE 12/09/2024

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 direction of the Chief of Equipment Contracts and Finance branch, the Associate Governmental Program Analyst (AGPA) performs the more complex analytical assignments in support of the Passenger Rail Operations and Maintenance Office. The AGPA (Contract Manager) will use Microsoft Office tools to develop spreadsheets, charts, and tables to draft letters and memos regarding various activities; tasks include procurement, administration, monitoring, retention, and extension of contracts. The AGPA will provide analytical and administrative support on developing and maintaining the Passenger Rail Operations and Maintenance contract support budget. The AGPA will interact with representatives from all programs within the division and external stakeholders.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - 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, 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. (Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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 - Engagement, Innovation)

TYPICAL DUTIES:

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

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40%		Reviews and analyzes assigned contracts and agreements to ensure the documents are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC); makes recommendations for corrective actions. Reviews and maintains all current data on assigned contracts on various internal databases, accounting and financial databases, and other tracking databases for the purpose of ensuring the information contained in the report is current, accurate, and conforms to the various databases.
25%	E	Reviews invoices and facilitates the review and approval of the invoices from various contract and task managers. Reviews pertinent data with management and contractors to ensure the requested services are performed in accordance with state and federal laws, policies, standards and controls.
10%	E	Reviews drafted Request for Qualifications (RFQ), Interagency Agreements (IAA), and/or Requests for Proposals (RFP) and recommends any necessary changes. Analyzes work products including, but not limited to, RFQs, RFPs, Amendments, IAAs and Contract Request, to evaluate for completion and obtain appropriate approvals and documentation as required. Accomplishes tasks in accordance with all applicable statutes as well as departmental policies and procedures.
10%	E	Creates and maintains monthly reporting on contract status, terms, and budget. Conducts regular meetings with project managers, supervisors, and others on report and recommendations. Provides consultation and guidance.
10%	E	Maintains electronic files and attends meetings as applicable. Documents and responds to open issues. Participates in the development and implementation of policy relative to procurements and contracts.
5%		Performs other job-related duties within the scope of the classification as assigned.

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

The incumbent will not supervise others, but may act in a lead capacity on specific assignments. These team assignments may be made up of members of the administrative and/or engineering classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Intermediate-level 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, contract and grant processes.
- The ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Caltrans.
- A high level of analytical and interpersonal skills. The ability to analyze routine problems and recommend an effective course of action.
- The ability to speak and write effectively and perform with some degree of independence.
- The ability to prepare and make presentations and competently represent the Department.
- The capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time.
- The ability to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors.
- The ability to exercise good judgment. The ability to prepare and present findings and make recommendations on specific problems.
- The ability to exercise initiative and independence in successfully completing assignments, managing daily workflow, and reacting to constantly changing roles.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the state by local agencies, private contractors or labor unions. Poor judgment could result in delays in completion of the Department's or other agency programs and loss of public trust.

PUBLIC AND INTERNAL CONTACTS

Internal and external contacts with outside consultants, professional personnel from other functional units, other Districts, and Headquarters/DPAC may be required, as needed.

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.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT

The incumbent should have the ability to work within Caltrans employer-driven telework program and to work from a Caltrans office when required. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employee may be required to travel.

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
