

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Office of Budgets and Administration
WORKING TITLE Budget Analyst	POSITION NUMBER 932.001.5393.925
	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 direction of the Chief, Resource Management Branch, a Staff Services Manager I, the Associate Governmental Program Analyst will perform the more responsible and complex duties associated with the research, analysis, development, preparation, administration, monitoring, review, and control of the Division of Equipment (DOE) budget that supports a statewide operation. The Associate Governmental Program Analyst will research and prepare responses to Resource Management issues, policies and procedures, budget change proposals and will assist with the preparation of equipment management procedures.

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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Innovation, Integrity)
- **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 - Engagement, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	<p>Researches, develops, and prepares monthly expenditure reports to capture and monitor various funds in the DOE budget such as State Highway Account, Special Funds and New Equipment Fund (NEF) and program-funded expenditures. Using financial tools such as infoAdvantage, Advantage, Datalink, and Microsoft Excel; develops ad-hoc queries, reports, and formulas to extract and analyze financial data. Analyzes allocations, encumbrances, pre-encumbrances, and expenditures in personal services and office expenditure budgets for errors, trends, and discrepancies. Independently initiates corrective actions. Identifies budgetary problems and recommends solutions to management. Creates and develops monthly reports in Excel for distribution to DOE and program management. With input from the DOE executive management team, researches and prepares the NEF budget for each fiscal year. This entails utilizing any approved Budget Change Proposals, prior year Operating Expense (OE) expenditures, current year encumbrances, and budget year operational adjustments. Creates presentations such as fact sheets, issue papers, and oral presentations to and for management regarding the implementation of annual allocations. Manages, analyzes, and evaluates expenditure data in order to develop and justify spending plan adjustments to management. Presents recommendations to management for allocation adjustments when operational needs change. Develops and prepares expenditure reports utilizing infoAdvantage and AMS Advantage, and downloads and utilizes MS Excel to analyze and track expenditure and encumbrance trends; makes recommendations to management for allocation adjustments based on obligation trend analysis. Liaison with the DOE Purchasing and Engineering Units and Division of Accounting to coordinate and maintain equipment purchasing charging practices, purchasing status and plans for multiple different fund types and sources. Analyzes, develops, and coordinates equipment purchasing plans for financial reconciliation and review. Assists with the maintenance and development of charging practices and coding matrices.</p>
40%	E	<p>Develops and supports the Division's Budget Change Proposals and other formal financial documents that are submitted on behalf of the Department. Works with other Division employees to gather required information to sustain all budget requests. Responds to inquiries from internal and external entities such as the Department's Division of Budgets, the Department of Finance, the Legislative Analyst's Office, and the State Legislature regarding all budget requests and Division operations. Performs special resource and budget management studies and duties as required by management to meet the Division's reporting needs. These may include studies and detailed reports on special areas of the budget and historical spending trends. Prepares and delivers presentations (orally or through fact sheets or issue papers) to management and staff regarding all budget requests and fiscal year budgetary activities. Presentation preparation can include development of Excel spreadsheets, pivots tables, summary tables, and PowerPoint slides. Respond to inquiries related to budget change proposals. Develop, track, and maintain funding memoranda of understanding (MOU) between the Division of Equipment and other Caltrans programs.</p>
10%	M	<p>Independently certifies funds for the Division on various purchase document types, after verifying that funds are available and that correct coding is being used. This involves using the Department's financial database to ensure document is free of errors and apply approval at the Resource Management level. Contacts appropriate stakeholders when outside approvals are required and when document has been fully executed. Works with requester and/or creator of document to correct any errors and provide assistance when necessary. Uses various software tools, such as Datalink and Microsoft Excel to ensure funding is available in the requested source.</p>

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

May have lead responsibilities for special projects and serve in an acting capacity in the absence of the Staff Services Manager I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public policy and business administration. Understanding of the Caltrans Mission, Vision, and Values. Understanding of the State legislative and budget processes. The incumbent must be able to reason logically and creatively, and utilize a variety of analytical techniques to address assignments, evaluate processes, and propose business solutions. Incumbent must analyze data and present ideas and information effectively orally and in writing.

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Desirable experience with: Adobe, Microsoft Office Suite, including Excel, Word, and Visio.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques; develop and evaluate alternative solutions to a problem; communicate ideas and information concisely and effectively both orally and in writing; engage with staff and leadership of all levels; interview staff to accurately document business processes; analyze process maps and data and propose efficiencies; work independently; organize and prioritize work with flexibility and tact; exercise sound independent judgment within established guidelines; communicate effectively and read, write, and speak English at a level required for successful job performance; troubleshoot technical issues; and, resolve problems quickly as they arise.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the accuracy and timeliness of all completed assignments. Delayed completion, poor judgment, and inaccuracy of an assignment can adversely affect decision making and project delivery. Failure to gather, analyze and represent information accurately could directly impact management decisions on the expenditure of the Division of Equipment's allocated resources. Errors in coordinating budget input could result in inappropriate funding of operating expenses, and errors in analyzing data could result in inaccurate decisions concerning management of the fleet.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of staff and management within the Department of Transportation, especially within the Division of Equipment and Division of Administration, Division of Accounting, Division of Budgets, and other internal and external entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: exhibit professionalism and self-assurance in the middle of fast-paced and sometimes chaotic conditions; use fine manipulation and/or simple grasping during the course of their workday; must be able to lift, carry, and handle audiovisual equipment weighing up to 50 pounds and be able to operate equipment while standing in the same spot for extended periods of time; walking, lifting, bending, and reaching will be required; be able to multi-task, adapt to changing priorities, and complete tasks or projects with short notice; effectively coordinate with various levels of staff, both in person and through written and oral communication; organize and prioritize complex tasks; grasp the essence of new information and master new technical, audiovisual and graphic knowledge; manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact and maintain a high level of professional integrity; behave in a fair and ethical manner toward others, value cultural diversity and other individual differences in the workforce and demonstrate a sense of responsibility and commitment to public service; be able to effectively deal with stress/pressure by maintain focus and tact and professionalism; remain calm in stressful situations; adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles, and respond to inquiries from management and internal/external customers in a timely and effective manner; handle irate and sometimes unreasonable clients in a calm manner.

The incumbent may be required to sit or stand for long periods of time using various audiovisual equipment, a personal computer, including a keyboard/mouse and video display monitor.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate. While in the office, the employee will work in a climate-controlled environment. However, due to periodic problems with the heating and air condition, the building temperature may fluctuate. The incumbent will also be required to travel, work outdoors and outside normal working hours, may be exposed to dirt, noise, uneven surfaces, extreme heat and cold, and other adverse weather conditions. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments.

Overtime may be required and vacations may be restricted during peak times, lack of coverage, and fiscal year-end closing.

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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.)

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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