

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 12 / Office of Construction Administration	
WORKING TITLE Associate Government Program Analyst	POSITION NUMBER 912-501-5393-006	REVISION DATE 11/06/2024

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 General Supervision of a Senior Transportation Engineer, the Journey level Associate Governmental Program Analyst reviews and analyzes the status of projects in the Office of Construction including updating monthly Construction Program Project Management (PPM) project status meeting; collect and compile OCTA related construction projects, coordinate and host OCTA monthly meetings via Microsoft Teams or Webex; leads the construction kick-off and close-out meeting process; analyzes and reports on resources for various units in the office of construction; gathers information and responds to inquiries regarding projects, staffing; maintains and tracks overtime usage; facilitates and administers the interview process; assists in administration of the District's Construction Partnering Program; responds to inquiries on past consultant contracts; assists to maintain information current on the Office's Internet site. performing analysis, calculations, sorting, filing, photocopying and related duties; Works cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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 - 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 - Pride)
- **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. (Cultivate Excellence - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - 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 - Integrity)

TYPICAL DUTIES:

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

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50%	E	Incumbent analyzes and documents status of ongoing construction projects, including updating monthly Construction Program Project Management (PPM) project status meeting; collect and compile OCTA related construction projects, coordinate and host OCTA monthly meetings via Microsoft Teams or Webex; researches and gathers information from various sources; investigates and responds to project related inquiries. Incumbent analyzes project resources, documents and communicates this information with supervisor, Construction Engineers and others; quantifies workload of construction field units for supervisor's evaluation of new project assignments.
20%	E	Incumbent participates in the Kickoff and Closeout meeting process for construction projects; compiles and analyzes project information; collaborates with project team members, coordinates meeting invites, maintains related files, logs and running calendar. Incumbent organizes Industry Liaison Meetings. Incumbent assists in coordination of annual Resident Engineer Meetings.
10%	E	Incumbent documents the usage of Office Overtime, collaborates with Construction Seniors during submittal and approval of their monthly request; analyzes actual overtime usage reports and alerts on any discrepancies, maintains related logs. Incumbent maintains various workload logs for the unit. Incumbent updates and maintains documentation of PQC unit's various task procedures.
10%	E	Incumbent assists in administration of the District's Partnering Program; research, analyze and communicates with each Resident Engineer; documents their status in the partnering process, partnering facilitator contact information, and award application status; provides support and responds to related inquiries from Resident Engineers, HQ and others. Incumbent assists with work on construction consultant contracts, including evaluation of requests for task orders and attends related meetings. May involve maintaining confidential information.
5%	M	Incumbent researches and facilitates the interview process and analysis of required documentation. Collaborates with Human Resources, hiring supervisors, provides interview notices, coordinates interviews, prepares correspondence for applicants; coordinates the interview date, time, and location. Provides logistical support with candidates and oversees the testing process during the interview process. Requires high degree of confidentiality.
5%	M	Incumbent reviews and comments on Department's current and draft policies relating to construction administration; assists to keep Office's information current on Internet site; performs calculations, sorting, filing, photocopying, scanning, and other related 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

No formal supervision will be performed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the Departmental organization and its functional units in order to perform duties and work under pressure to meet production deadlines. Must be able to speak and write effectively, evaluate situations accurately and take effective action; deal tactfully with the public and fellow employees on sensitive and controversial matters; work constructively with others in a team environment. Must have the working knowledge of Mainframes and Personal Computer software, such as Word for Windows, Lotus, Excel, etc., as well as modern office methods, supplies, and equipment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Duties must be performed in an accurate, organized, and timely manner. Failure to do so may result in financial loss to the State, and State Contractors. Incumbent must use sound judgment in setting job priorities. Must be able to set priorities with the work schedule, as poor judgment would hamper work flow resulting in loss of time, work delays and embarrassment to the department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with office and field staff in the Division of Project Delivery, other functional units within the District and HQ, and external contractors or vendors. Will have a daily contact with employees of all levels within the organization and throughout the State and Local Agencies. Contacts are also made with the public. Must adhere to customer service standards set by the incumbents unit and provide high quality service to both internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display. May be required to work for long periods of time at a keyboard and video display terminal. May be required to drive and operate a vehicle in a safe manner for State Business. Incumbent must be able to concentrate, analyze the situation and respond appropriately in difficult, emotionally

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charged and or sensitive situations. Must be able to assess situations, identify problems, formulate solutions, and prioritize tasks. Must be able to develop and maintain cooperative work relationships and conduct all work related relationships in a professional manner.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. There will be occasional fluctuations in building temperature. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation. The incumbent may periodically attend meetings and/or training outside the office. Work hours will be set sometime between 7:00 am and 5:00 pm.

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. 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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