

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 04/Construction/Administrative Support	
WORKING TITLE Resource & COZEEP Analyst	POSITION NUMBER 904-501-5393-XXX	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 a Staff Services Manager I, the incumbent serves as the Resource and COZEEP Analyst for District 4 - Division of Construction. Responsibilities include researching, planning, tracking, and preparing expenditure reports for operating expenses and personal services within the division. The incumbent will also develop and support strategies to coordinate efforts with management and relevant staff. Working at a journeyman level, the incumbent may act as a lead worker at the manager's direction. Duties include, but are not limited to:

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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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 - Engagement)
- **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 - 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. (Cultivate Excellence - Engagement)
- **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. (Safety First - 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. (Advance Equity and Livability in all Communities - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

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

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45%	E	Responsible for analyzing, reviewing, and processing Construction Zone Enhanced Enforcement Program (COZEEP) billing, the incumbent supports the administration of COZEEP contracts with the California Highway Patrol (CHP). This role involves reviewing, analyzing, maintaining, coordinating, and preparing contract-related documents. As the District Contract Coordinator, the incumbent monitors billing and other expenditures to ensure CHP payments comply with contract terms and that audit trails are maintained. Responsibilities also include assisting with the administration of COZEEP contracts, preparing reports on a monthly basis, maintaining up-to-date COZEEP data on the server, and recommending improvements to enhance program efficiency. Serve as liaison with CHP Accounting, Resident Engineers, Project Managers, District Budget Analyst and Accounting Analyst to resolve payment issues, such as missing invoices or funding discrepancies. Ensure that queries regarding payments are handled promptly, often coordinating with accounts payable teams to expedite solutions.
45%	E	The incumbent will act as a subject matter expert on department financial and budgetary matters, supporting divisional staff by: ensuring proper use of accounting codes in InfoAdvantage or Enterprise Datalink, identifying appropriate funding sources for vendor payments, reconciling expenditures, and advising on current resource management policies. This role will prepare various Personal Service (PS) financial reports for upper management including employee hours, overtime, and indirect labor. Customized reports will also be provided to Division and Office Chiefs to support their resource management efforts.
5%	M	Monitors and analyzes PS expenditures. This includes reviewing detailed and complex expenditure reports from CGI infoAdvantage. Ensures that expenditures are properly allocated to the correct fund sources, align with their intended purpose, and stay within budget limits. Utilizes expenditure data to forecast spending trends and develop both short and long-term budget projections for the division. If a budget overrun is anticipated, the incumbent must assess various corrective strategies and recommend the most suitable course of action. Proficiency in accounting reporting systems and PC-based software, such as Excel and PowerBI, is required, including the ability to design custom reports using pivot tables and sorting by criteria like object codes, unit numbers, and fund sources to investigate issues such as incorrect or unauthorized expenditures.
5%	M	Serves as a backup to the Payroll Custodian, assisting in the coordination and distribution of payroll to field offices to ensure smooth and timely delivery during their absence or when additional support is needed. Attend training as deemed mandatory or necessary, which may require travel and overnight stay. Incumbent may perform other duties within the scope of the office as required.

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

This position does not supervise other employees but at the direction of the manager, may serve as lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles of public administration, organization and management; analytical techniques; effective oral and written communication techniques. The incumbent must also have a working knowledge of: State Administrative Manual, AMS Advantage, infoAdvantage, Budget Act Process, Accounting Coding Manual, Project Development Procedures Manual and basic accounting principles. Incumbent must be able to become proficient in the use of Microsoft Excel, PowerBI, Teams, Word and PowerPoint. Incumbent must be able to learn other software programs used for financial databases.

Ability to: Perform difficult administrative support work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Analysis of: Research problems and identify viable alternative solutions. Research and analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; work under certain pressures and timelines, independently prioritize with flexibility in adjusting priorities; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must also be able to evaluate and understand Division, District and

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Departmental policies. Demonstrates continuous effort to improve existing operation, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent must work independently and is accountable to the Construction Personnel Manager for all decisions made and will be given broad latitude in performing assigned responsibilities. Incumbent must be able to prioritize and schedule the workload for timely completion. Late processing of various duties could cause delay in distribution of requests with deadlines; improper or delayed processing of invoices and payroll can cause unforeseen problems. Errors in judgment could result in unnecessary or expensive costs to the State.

Errors in judgment could result in expenditures exceeding budgetary limits, or work not being completed because necessary resources were incorrectly managed. Either occurrence would result in a waste or misuse of tax dollars and jeopardize the Division's ability to complete its mission. Incumbent must work independently and is accountable to the manager for all decisions made and will be given broad latitude in performing assigned responsibilities. Errors in the analysis and strategies developed may result in a delay in the implementation of a cohesive process.

PUBLIC AND INTERNAL CONTACTS

The employee will have extensive contact with all levels of staff from all internal departmental functions as well as the public, vendors, and consultants. These contacts will be verbal or written, as needed, to communicate. May make oral presentations to various levels of management or rank and file staff on variety of subject matters pertaining to state financial and budget resources.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include the employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to bend frequently and stand for extended periods of time. Employee may also be required to move large or cumbersome equipment from one location to another. The workload is subject to frequent, substantial, and unexpected changes within a few months.

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs. Must formulate effective strategies consistent with the organization's mission and understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Values cultural diversity and other individual differences in the workforce by responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. May have to work in highly intense situations when end of fiscal year approaches. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Occasional or infrequent overnight travel may be required for training and/or meetings. While we expect and promote internal transfer within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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.)

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
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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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