

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D07/MTCE/ADMINISTRATION	
WORKING TITLE Maintenance Agreements & Contracts Coordinator	POSITION NUMBER 907-605-5393-XXX	REVISION DATE 12/31/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

The Associate Governmental Program Analyst (AGPA) reports directly to the Staff Services Manager I (SSM I) and is responsible for developing, updating, and managing maintenance agreements and maintaining contracts database records. The role includes tracking contracts expenditures, managing encumbrances, processing payments for invoices for maintenance agreements and contracts. The AGPA oversees the District's Maintenance Scrap Metal Recycling Program. Additionally, the AGPA serves as point of contact for addressing inquiries, resolving issues and handling correspondence pertaining to Maintenance Division concerns as necessary.

This position requires the ability to travel within the district to fulfill essential job duties. The incumbent is represented under collective bargaining operates on a Monday to Friday 5/40 workweek schedule.

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. (Enhance and Connect the Multimodal Transportation Network - Equity, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Engagement, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Enhance and Connect the Multimodal Transportation Network - Innovation)

TYPICAL DUTIES:

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

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45%	E	Works independently to develop and maintain a comprehensive up to date database of all Maintenance Agreements and Contracts, including records of all contracts-related encumbrances and expenditures by region for all Maintenance regions. Ensures all agreements and contracts files and reports are current, accurately reflecting new or updated agreements and contracts as enacted by Department of Procurement and Contracts (DPAC). The incumbent will be responsible for organizing and providing reports on contracts expenditures on a monthly basis, or more frequently as requested by SSM I.
		Develops and maintains database to track contracts expenditures history by category (e.g., Equipment, Janitorial, Trash, etc...), ensuring a minimum of three years of historical data is available and continually updating to reflect current to date expenditures. Prepares and generates monthly Operating Expense (OE) reports using Datalink system and/or current data system. Reviews and researches any anomalies; creates ad-hoc reports as needed; provides critical insights to support budget planning and contract management decisions.
20%	E	Performs comprehensive encumbrance management, including encumbering and disencumbering of funds per request Contract Manager, Region Manager or SSM I. This entails adjusting contract information in the Accounting Management System (AMS) to correct encumbrance amount, contract amount and other factors relating to the contract. Analyzes and responds to requests for expenditure adjustment by reviewing expenditure information and completing the Expenditure Adjustment Request (EAR) and submit EARs timely. Attends and participates in meetings in pertaining to contract encumbrance and expenditure activities.
15%	E	Represents the district in negotiating, analyzing, and reviewing agreements that involve the maintenance of State Highways with cities and counties. Responsible for investigating, researching, and resolving internal and external agreement or contract issues. Reviews and approves for payment to the cities and counties per agreement.
15%	E	Initiates, manages, and monitors the District's Maintenance Scrap Metal Recycling Program and the contract. Consults with field maintenance stations on pick and delivery of metal recycling bins. Coordinates with contractor to furnish all labor, tools, materials, and equipment (including various sizes of containers sufficient to meet the needs of each location), to facilitate storage, pickup, and recycling of scrap metal at Caltrans sites. Meets with contractor as needed to discuss performance matters related to the Agreement, including but not limited to service concerns, re-occurring customer service issues, container placement, timing of collections, and service locations. Establishes a database to maintain accurate record of payment to the contractor. Regularly updates the SSM I on activities and issues relating to the District's Maintenance Scrap Metal Recycling Program contract.
5%	M	Provides backup support to Maintenance Administrative unit, work on special assignments, and other duties as assigned by SSM I. Attends weekly on-on-one meetings with SSM I, as needed, to discuss priorities and receive feedback on ongoing responsibilities.

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 supervision exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of State agency organization, activities, goals, policies and procedures. Must have good communication skills, both oral and written, in order to communicate effectively through written documents and with numerous personal contacts within the District and with various external parties/organizations and the general public. The incumbent must have knowledge of overall functions of Maintenance. Knowledge of principles and methods of public and business administration including modern office methods, forms, equipment, record management and governmental functions and organization. Ability to analyze administrative problems and adopt an effective course of action; interacts with the public in a professional, positive, diplomatic manner. Demonstrates ability for assuming increasing administrative responsibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work is highly varied and complex, requiring the identification of practical, effective and efficient solutions for maintenance needs as defined in relevant Maintenance Agreements and Contracts. Consequence for error include poor relationships between Caltrans Maintenance, and cities within Los Angeles and Ventura Counties; it would create an inability to efficiently negotiate effective maintenance resolutions for identified problems; cause a lack of maintenance for sites identified in Maintenance Agreements.

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Negative consequences would impact the traveling public in relation to mobility and safety.

PUBLIC AND INTERNAL CONTACTS

This individual must negotiate, communicate and maintain positive relationships with internal and external stakeholders in order to ensure continued successful administration of maintenance Agreements. Stakeholders include field staff and high-level management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent may also be required to move large or cumbersome reports from one location to another.

- * Must be able to organize and prioritize large volumes of varied documents.
 - * Must be able to develop and maintain cooperative relationships.
 - * Must be able to concentrate in order to review and create documents.
 - * Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.
 - * Requires occasional bending, stooping, and kneeling.
 - * Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
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WORK ENVIRONMENT

This employee will be working in a high-rise climate-controlled building with artificial lighting in a cubicle. Employees will be required to travel and work outside and should expect exposure to dirt, noise, and/or extreme heat or cold.

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
