

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION Division of Project Management	
WORKING TITLE COS Statewide Budget Analyst	POSITION NUMBER 913-016-5731-911	REVISION DATE 12/20/2024

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

**GENERAL STATEMENT:**

Under the general direction of the Staff Services Manager I (SSM I), Division of Project Management, Capital Outlay Support (COS) Statewide Budget Branch, the incumbent is responsible for analyzing and interpreting trends in financial data to develop and maintain the COS Program budget. The incumbent is also responsible for developing and monitoring the COS Budget and resources. Additional responsibilities include the development and review of Allocation Change Requests (ACRs), Expenditure Adjustment Requests (EARs) and Budget Change Proposals (BCPs). The incumbent acts independently performing critical program workload and must have regular and punctual attendance in order to maintain the budgetary requirements.

**CORE COMPETENCIES:**

As a Research Data Analyst II, 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Innovation, 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. (Strengthen Stewardship and Drive Efficiency - 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 - 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. (Cultivate Excellence - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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)<sup>1</sup> Job Description

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45%	E	<p>Develops strategies for maximizing resources in response to changes in various COS Program requirements. Analyzes financial data related to implementation of the COS Program budget strategies, recommending allocation process options and future budget changes considering COS Program budget models. Develops and maintains reporting systems, as needed, relating to allocation and distribution of all program resources.</p> <p>Analyzes current methods of accounting and budgeting for the COS Program and identifies any needed changes. Researches and gathers data to interpret patterns or trends of expenditures to present findings and recommendations to Caltrans management regarding the statewide COS Program budgets. Gathers, organizes, and reconciles expenditure data to provide monthly and quarterly statewide projection data to determine potential impacts to the program 's budget.</p> <p>Analyzes and interprets budgetary impacts of proposed legislation, policy, and budget changes affecting the COS Program.</p>
40%	E	<p>Oversees development of annual PS budget models that responds to customers' and stakeholders' priorities. This includes all resources by category and by fund type which provides for full funding specifically related to planned project delivery workload directly tied to the delivery of programmed projects via the finance letter process. Based on approved program budget request, district allocation recommendations, and budget change proposals (BCPs), provides financial data and interprets trends to build the COS Program budget and allocation of resources.</p> <p>Creates and develops , in coordination with statewide staff, models and reports relating to statewide resource allocations and expenditures for COS program managers, the Department, as well as external entities.</p>
10%		<p>Develops and provides monthly/quarterly internal and external projection and overhead reports to internal (Division of Budgets, District Directors) and external (Department of Finance) customers and partners. Researches, analyzes, and approves ACRs and EARs for the COS Program, which includes providing substantiation to the Division of Budgets and annually developing and maintaining the database that houses the data for each of these transactions.</p>
5%		<p>Performs other duties as required. In the absence of the SSMI, the incumbent may need to act, respond to Caltrans management, and attend meetings or conferences.</p>

<sup>1</sup>ESSENTIAL 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 Research Data Analyst II does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

ust possess knowledge of research methodology, survey methods and analytical procedures. Must be able to develop and analyze allocation models developed as resourcing options. This work involves varied degrees of analysis including problem exploration and definition, planning and designing the approach and sequence of steps, collection of data, interpretation of findings and documentation and reporting of findings in a structured professional format. It requires the ability to identify the relative merits of critical options determined from analysis to support determining a course of action. Must have an understanding of accounting systems, information processing and reporting systems. Must be able to work professionally and present information clearly and logically, both verbally and in writing to supervisor, employees, and the public. Using a variety of techniques, identify and resolve issues; and have some knowledge of regulations, policies, procedures, principals and general project management.

Knowledge of personal computer systems and computer application programs (i.e. Microsoft Word, Excel, Outlook and Power Point). Must have the ability to create database spreadsheets, pivot tables, graphs, charts, data visualizations, and reports.

Must have the ability to communicate effectively with all levels of management and staff orally, in writing, and with visual aids. Must be able to exercise good judgment on matters relating to project management and capital program delivery.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Poor decisions may result in (1) inaccurate representation of project data, (2) loss of credibility with decision makers and/or (3) the development of inaccurate recommendations on which others rely.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must interact with Project Managers, Districts Budgets Unit, Program/Project Management Support Units and HQ units, including but not limited to Divisions of Accounting, Budgets, and Human Resources. The incumbent must work cooperatively and effectively in a team environment with Districts, Division of Engineering Services and Headquarters staff. The incumbent must also prepare and make presentations to Headquarters and District managers as required.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to sit for long periods of time using a keyboard and video display terminal, develop and maintain cooperative working relationships, and focus for long periods of time. 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

Employee will work in a climate-controlled office under artificial light. Employees may be required to travel in state. Frequency of travel is expected to be very low. 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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