

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 6/Project Management/Fin-Agree Support	
WORKING TITLE Associate Financial-Agreements Coordinator	POSITION NUMBER 906-100-5393	REVISION DATE 11/21/2024

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 direction of the Program/Project Management, Financial-Agreements Support Manager (Staff Services Manager I) with specific tasks assigned by a Project Manager (PM), the Financial-Agreements Coordinator performs the duties of the team specialist on cooperative agreements, project fiscal and resource management by providing accurate and timely information to the multi-functional Project Development Team (PDT). Coordinates with the PM in the delivery of the District 6 Capital Outlay Program.

This includes assisting, monitoring and providing innovated or proven process recommendations for financial management of all phases of the projects, beginning with Project Initiation Documents (PID) through Project Closeout. The incumbent must have extensive knowledge in the use of software applications to proficiently monitor financial programming structures, and processes related to planning, scheduling, and project cost analysis in support of project management goals and objectives. In addition, the incumbent must administer and coordinate multiple projects, work independently, provide accurate analysis and recommend resolutions and/or improvements to avoid delays and increased cost. 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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. (Cultivate Excellence - Innovation, 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 - Innovation, Integrity)
- **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 - Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Innovation, 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 - Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - 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 - Innovation, Integrity)

TYPICAL DUTIES:

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

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45%	E	<p>Provide consultative services to the PM on project pertaining to financial analysis and programming to allocation compliance. Adhere to statues, approved budgets, management policies, and that project components are authorized and appropriated according to CT authorizations. Verify and take corrective actions if programming documents do not adhere to current policy. Provide comprehensive financial analysis by monitoring and analyzing project budgets, expenditures to allocation comparison and provide data supported recommendations using InfoAdvantage and/or Datalink reporting software to address expenditure overruns or future needs. Propose alternatives utilizing time charging reports and history or potential G12 request.</p> <p>Validate percentage ratios and fund splits to correctly appropriate funding distribution to maintain allocation compliance. Determine and maintain federal eligibility with current Federal Aid policy to maximize federal participation.</p>
25%	E	<p>Assist Project Managers with the proper development, coordination, review, approval, maintenance and administration of Cooperative Agreements. Duties include agreement initiation, negotiation, execution, and administration of executed agreements. Incumbent is responsible for documenting financial commitments related to programmed needs and budget negotiation. Ensure committed funds are clearing stated in the cooperative agreement and monitor that appropriate implementation is consistent with the terms of allocated funds, local contribution, or outside consultants. Adhere to all policies and procedures when drafting the intended roles, responsibilities, exchange of services or funds of the Cooperative Agreements as it is a formal, legally binding contract. Adhere to established change approvals and completion objectives. Distribute agreement reports as needed by other internal units.</p>
20%	E	<p>Extract expenditure data support from InfoAdvantage and Datalink for financial reporting of high speed rail projects. Analyze and review allowable reimbursements to meet Interagency contract agreement and departmental policies. Provides supporting documents necessary to invoice California High Speed Rail Authority (CHSRA) for reimbursement on a monthly basis as agreed in the executed contract agreements between Caltrans and CHSRA. Collect information including small business utilization, change order, and task management to develop the monthly statistical performance measure report to CHSRA.</p> <p>Maintains a clear and authoritative role in advising and communicating financial compliance or allocation shortfall to Project Managers, unit leads, and first line supervisor as needed and as warranted.</p>
5%	M	<p>Incumbent will be responsible for implementing the terms of the cooperative agreement by overseeing the project obligation process in creating the contract documents (CT) in AMS Advantage in order to reimburse local agencies for obligated funds. Collaborate with Project Manager and District Project Control to ensure sufficient funds are available to certify payments.</p>
5%	M	<p>Travel to off-site meeting, accompany the PM on project field trips or public meeting.</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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must gain a thorough knowledge of and process agreements and contract service activities, technical writing skills, ability to communicate effectively orally and in writing; analyze and resolve complex problems, evaluate alternatives, and present solutions to affected parties regarding development of assigned agreements and special funded projects (locally funded). They must become familiar with the agreement standards, design standards, the project development process, guidelines, and regulations concerning locally funded projects.

The incumbent must have a high degree of analytical ability to review and respond to documents, financial data, and reports submitted relative to Caltrans work and work by others. Understand and interpret technical materials pertaining to program or unit operations (such as coding manual, contract, policies and procedures, etc.) Must have the ability to analyze and understand complex financial documents pertaining to CHSRA project funding and budgetary processes. Must be able to: (1) analyze management's need for budget information and develop the systems and procedures necessary to collect, process, and present the required information in a useful format; (2) provide all progress reports and invoice documents; (3) verify mathematical calculations for accuracy by creating spreadsheet formulas; (4) process all invoice request in a timely manner to avoid interest penalties.

This position requires a high degree of expertise and ability to analyze varying situations in many areas dealing with interpreting

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contracts, rules, policies and procedures.

Must be proficient in presenting alternatives to management in a concise and proactive manner in person and electronically. May be required to train groups of various levels of staff in accounting systems and cooperative agreement process, procedures, and concepts.

Must have knowledge of modern office methods and equipment, including personal computers and software, must communicate effectively and clearly both verbally and in writing (letters, fact sheets, spreadsheets, interoffice memos/e-mail notices, etc.)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for acquiring a high level of knowledge concerning the procedures relative to the creation of all types of Cooperative Agreements.

The incumbent is the district's resource for matters dealing with CHSRA including review and implementation of the terms of the Inter-Agency requirements and financial terms. Analyzing, provide support documentation and verifying reimbursed expenditures are valid and allowed. They must ensure accuracy and compliance with all legal authorities of the Department and the delegations of authority from Headquarters. The use of poor judgment, or the giving of inaccurate information regarding the contract or agreements, could be damaging to Caltrans and could cause time delays and costly corrections for Caltrans and outside agencies. Such errors could result in adverse political ramifications and loss of trust to the Department.

PUBLIC AND INTERNAL CONTACTS

Must be able to write and speak effectively. The incumbent must have a good knowledge of District and Headquarters organizational systems to establish contacts and to direct inquires when applicable. The ability to communicate and coordinate with and respond to project information and/or agreements with internal and external customers, other districts and divisions as well as all levels of staff and management is essential. All contacts require a high degree of respect and confidentiality. Required to demonstrate professional and courteous behavior towards co-workers, customers, staff, and management at all levels and at all times. The individual will actively participate in meetings that include all partners both internal and external. Must adhere to the highest possible code of ethics.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable, and at times will require independent action and decision-making. Incumbent must possess the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must have the ability to adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to successfully perform job functions under high stress in a high-volume work environment.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

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. Business travel may be required, and reimbursement considers an employee's designated headquartered 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

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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