

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D10/Construction/Administration Support	
WORKING TITLE Administrative Services Analyst	POSITION NUMBER 910-501-5393	REVISION DATE 08/30/2024

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 Staff Services Manager I (SSMI), the Associate Governmental Program Analyst (AGPA) provides analytical support and technical guidance in a wide variety of duties for the Division of Construction. The incumbent works closely with Construction management, supervisors, field staff, administration and staff at all levels. As the division's Training Coordinator, the incumbent is responsible for maintaining a training database for tracking participation in mandated training courses and construction training courses. Incumbent also serves as a Procurement Analyst and Contract Manager for all facility maintenance contracts. The incumbent is also responsible for the division's file room which includes taking custody of construction projects, organizing, archiving, and properly disposing of files that have reached retention.

**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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 - Equity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. ( Advance Equity and Livability in all Communities - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Pride)
- **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	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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30%	E	Under the general direction of the Staff Services Manager I (SSMI), the incumbent will serve as the Division of Construction's Training Coordinator by consulting with Senior Transportation Engineers and Office Chiefs to determine training needs of staff and work with the District 10 Training Officer to schedule classes, send training announcements, and ensure mandatory trainings are scheduled for staff. Maintain a training database for tracking participation in courses offered by Construction, Caltrans, and external vendors. Develop, organize, analyze and evaluate data in administering training courses by identifying and selecting enrollees, ensuring equitable space distribution and placement; coordinating with Facilities staff, or independently researching and arranging for site reservations. Incumbent will utilize CT Learns and Learning Management System (LMS) to assist staff enroll in training courses. Responsible for preparing and managing training material for courses. Generate training reports as requested by Senior Management.
20%	E	Act as back-up to the Procurement and Contracts Analyst. Incumbent will purchase IT and Non-IT products and services, utilizing various procurement methods including but not limited to Request for Quote, Leveraged Procurement Agreement, SB/DVBE Solicitation, Non-Competitive Bid Process and purchases from both the Prison Industry Authority (PIA), and Caltrans Warehouse. Evaluates purchase requests for required approvals and acquisition authority. Ensures purchase authority, budget and funding source are in accordance with all applicable statutes, departmental policies, standards and controls. Incumbent will be issued a State CAL-Card to be utilized as an alternative payment mechanism for the acquisition of goods and services from suppliers when making small dollar purchases and submit a Statement of Account (SOA) to the Division of Accounting. Must adhere to all policies and procedures pertaining to the use of CAL-Card. As a designated purchasing agent and CAL-Card Holder for the Construction Administrative Support Unit, the incumbent will process purchase orders, appropriate payment/receiving documents and reconcile Statement of Accounts via the Accounting Management System for external training courses and/or equipment and office supplies.
20%	E	Acts as a Contract Manager for all RE offices, field labs and materials lab, building maintenance contracts initiated by Construction Office Chiefs, Senior Transportation Engineers and Headquarters Division of Maintenance. Responsible for soliciting, executing, and managing future building maintenance service contracts. Coordinates with District Facility Operations and Division of Procurement and Contracts (DPAC) on scopes of works and other related matters as needed, and ensures that all work completed under these contracts is done so in accordance to Caltrans specifications. Produce monthly reports to monitor the funds associated with each contract to ensure that contracts remain in good standing. Evaluate and monitor all encumbrances and when appropriate, disencumber unnecessary contracts and purchases. Processes all service contract invoices within accordance to Department policy and the California Prompt Payment Act.
15%	E	Utilizing Microsoft Access, the incumbent is responsible for the division's Asset Tracker. New equipment and field supplies are to be entered into the database and assigned to personnel. This includes distribution of various field equipment and personal protective equipment (PPE) for new hires and employees on rotation, and the collection/return of field equipment upon separations. Assist the Division Property Control Liaison with the tagging of new equipment and the survey process of obsolete equipment.
10%	E	Maintains the project intake databases, ensuring accurate entry of project data via Microsoft Access and Project Pay. After the completion of a project, the incumbent is responsible for receiving paper/electronic copies of construction archives, reviewing the archives based on policies and procedures, and securely storing those documents on a variety of online databases, including Falcon, as well as physically organizing and filing such documents in the file room. Responsible for gathering information from archives when requested by Claims. Communicate with other departments for storing of Construction Project History Files. Responsible for all functions of the file room including destroying/purging documents that meet retention guidelines and policy. Must be able to lift and move items weighing up to 50 pounds.
5%	M	Open and distribute mail.

<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 incumbent may act with lead responsibility over office staff or a team leader for various projects. May act in lead capacity during managers absence.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

-Must have knowledge of U10 Service Agreement development process.

Must be able to write and develop service contracts; equipment procurement; non-expendable equipment specifications and requests. - Must have the ability to research and contact specialized vendors; write and obtain bids and estimates for materials and services. Must be able to write feasibility studies and detailed technical project justifications. - Analytical skills and technical expertise in budgeting and have the capability of resolving budgetary problems with District and Headquarters Staff. - Must have knowledge of the principles, trends and modern methods of public and business administration; organization and functions of the Department of Transportation; preventions and safety practices; departmental and district goals, and policies and directives. - Must have the ability to pay attention and effectively manage a significant amount of detail. The ability to plan, organize, multi-task and establish work priority's to meet critical deadlines. - Must have the ability to recognize potential problems and initiate and make viable recommendations for resolution and corrective measures. - Must have the ability to process computer applications such as Microsoft Word, Excel, Access, etc. - The incumbent must have the ability to work effectively, independently with a high level of investigative and analytical skills to conduct research, develop and implement a prioritized task log by utilizing a variety of computer software programs. - Possess good interpersonal skills to work cooperatively and deal tactfully with staff at all levels; must possess good communication skills both orally and in writing.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make decisions within established guidelines. Error in judgment or work product could affect budgeting, training programs, and general work activities. Failure to ensure maintenance service contracts are managed properly could increase Caltrans' liability, placing the Department at risk for violations resulting in monetary penalties and/or potential litigation.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others, including Department staff, technical/professional-level staff of outside agencies, contractor's personnel and members of the public regarding construction projects. Incumbent has frequent contact with District staff and the public; sensitive phone contact with contractor's staff and occasional phone contact with Headquarters' staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements: Employee may be required to sit for long periods of time using a keyboard and video display terminal. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including the ability to transfer documents weighing up to 50 pounds onto a cart and push the cart to various locations and able to climb ladder. May require bending, kneeling, squatting, grasping, lifting, pushing, pulling, and reaching above, at, and below shoulder level.

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 be able to make good judgments and communicate effectively.

Emotional requirements include keeping a positive attitude, the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues and problems; and acknowledge the various responses. Must be able to effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings and capabilities of different people in different situations, is tactful and treats others with respect.

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### WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting; however, building temperatures may fluctuate. Use of computer and other various office equipment is required. Job may have exposure to lab conditions, equipment, machinery, heat, cold, dust, gas and fumes. Employee may also be required to travel on occasion and overtime may be required. Vacation time off may be restricted due to workload issues.

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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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