

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 1/27/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		E. POSITION WORKING TITLE Program Analyst
F. CURRENT POSITION NUMBER 695-950-5393-002		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-952-5393-002
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Broadband/Middle-Mile Broadband Initiative/ Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Shannon Martin-Guzman, Staff Services Manager III
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY, 8:00AM – 5:00PM/ DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management    <input type="checkbox"/> IT Project Management    <input type="checkbox"/> Client Services  <input type="checkbox"/> Information Security Engineering    <input type="checkbox"/> Software Engineering    <input type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>Under the general direction of Staff Services Manager III (SSM III), the Associate Governmental Program Analyst (AGPA), Program Analyst, is responsible for the coordination, preparation, and analytical functions of the Middle-Mile Broadband Initiative (MMBI) design, right of way, permitting, construction, and other related project delivery items. The AGPA will prepare progress reports, status of project expenditures, power points of forecasted milestones, and provide timely and accurate reports to management for decision making, project requests, and recommendations on preconstruction and construction matters.</p>
% of time performing duties	<p><b>Essential Functions</b> (Percentages shall be in increments of 5 and should be no less than 5%)</p> <p><b>40% Project Coordination and Oversight</b></p> <ul style="list-style-type: none"> <li>Coordinate with project stakeholders and oversee material and solutions provider contracts, permitting activities, design progress, and construction operations.</li> <li>Ensure the timely deployment of repeater equipment stored in multiple locations throughout California, also known as "hubs."</li> <li>Liaise with contractors and vendors to ensure compliance with state and federal regulations.</li> </ul> <p><b>30% Program Analysis</b></p> <ul style="list-style-type: none"> <li>Analyze and document project requirements and deliverables, ensuring alignment with program goals.</li> <li>Prepare detailed project schedules, risk assessments, and status reports.</li> <li>Monitor project budgets and expenditures, including cost-benefit analysis and financial reporting.</li> <li>Reviews inspection reports for compliance with project specifications</li> <li>Distributes submitted recommendations to project subject matter experts for validation</li> </ul> <p><b>20% Communication and Reporting</b></p> <ul style="list-style-type: none"> <li>Prepare and deliver reports, presentations, and briefings to upper management and project stakeholders.</li> <li>Maintain effective communication channels among project teams, stakeholders, and regulatory bodies.</li> <li>Provide recommendations for process improvements and best practices.</li> <li>Document and distributes all notes and action items stemming from permitting and project meetings.</li> </ul>

10%

### **Administrative Support**

- Assist in drafting policy documents, procedural guidelines, and operational protocols.
- Manage both hard copy and electronic project documentation and ensure proper record-keeping and compliance with organizational standards.
- Perform other related duties as assigned.
- Assists in deployment of all project software and databases
- Oversees all IT related requests to ensure timely installation

### **Work Environment Requirements**

- The incumbent may be required to work outside of normal business hours and may be required to carry a mobile device.
- The incumbent must be able to travel to meetings, construction sites, or project related events in various areas throughout the state.
- The incumbent must maintain excellent attendance to perform these functions.

### **Allocation Factors (Complete each of the following factors.)**

#### **Supervision Received:**

The AGPA receives general direction and guidance from the Staff Services Manager III to ensure work quality, appropriateness, productivity, timeliness, and effectiveness. Supervision is general in scope and nature, depending on the assignment or project. The incumbent is expected to work well independently and as a team and may serve as a lead over staff and assignments.

#### **Actions and Consequences:**

The AGPA is responsible for carrying out the policies, processes, and procedures that are used throughout State government and are implemented statewide. It is critical that the incumbent be able to maintain a high level of professionalism, diplomacy, and tact as this position must be able to successfully communicate and develop cooperative working relationships with representatives of all levels of government, the public, the broadband industry, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; and prepare, review and present critical reports. Failure to perform adequately could cause the MMBI project to be disrupted. Consequently, accuracy and attention to detail are of paramount importance.

#### **Personal Contacts:**

The AGPA may have contact with the Department Director, Broadband Deputy Directors, CDT executive staff, California Public Utilities Commission (CPUC), Department of Transportation (Caltrans), Third Party Administrator, Legislature, Broadband Advisory Committee, and Department of Finance (DOF), Joint Build and Lease Partners, and other MMBI Project Managers.

**Administrative and Supervisory Responsibilities:**(Indicate "None" if this is a non-supervisory position.)  
None.

#### **Supervision Exercised:**

None.

#### **Desirable Qualifications:** (List in order of importance.)

- Knowledge of construction practices and procedures.
- Knowledge of the state procurement and contracting requirements.
- Knowledge of the principles and practices of asset management.
- Knowledge of analytical techniques to resolve complex administrative and construction issues.
- Knowledge of federal and state laws governing the use of various funding sources.
- Ability to gather, compile, analyze and interpret plans and specifications regarding fiber optics installations.
- Ability to research, prepare, track, and monitor project expenditures.

- Ability to process requests for audit and supply necessary materials.
- Ability to forecast construction milestones.
- Ability to prepare detailed written and visual reports.
- Ability to consult with and advise MMBI management and other interested parties on resource management issues.
- Ability to establish and maintain cooperative working relationships and professional integrity.
- Ability to exercise good judgment and communicate effectively with others orally and in writing.
- Ability to meet deadlines and be flexible with changing assignments and priorities.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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