

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Office of Program Management/Contract Management Support	
WORKING TITLE Contract Management Analyst	POSITION NUMBER 913-350-5393-917	REVISION DATE 01/22/2025

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 Branch Chief of Contract Management Support, a Staff Services Manager I, the incumbent, an Associate Governmental Program Analyst, provides budgetary and contract management support for the 2070 Program (the Divisions of Traffic Operations and Safety Programs).

The incumbent supports procurement/acquisition of Information Technology (IT), Non-Information Technology, Consultant, Professional Services, and Architectural and Engineering (A&E) services contracts for the 2070 Program. The incumbent assists with reviewing and approving funding sources, evaluates budget authority, and verifies financial coding for program activities. The incumbent also supports the annual Personal Services (PS) and Operating Expense (OE) allocation development process for the 2070 Program.

**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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Responsible for the development and processing of all requests related to establishing and/or amending Information Technology (IT), Non-Information Technology, Consultant, Professional Services, and Architectural and Engineering (A&E) services contracts for the 2070 Program. As a point of contact for the program, coordinates with the Division of Procurement and Contracts (DPAC) and contract managers within the program to establish, monitor, and close out services contracts and ensures compliance with contract policies outlined in the State Administration Manual (SAM) and the DPAC Acquisition Manual. This includes working with contract managers to draft contract scopes of work and preparing all required contract documents for submittal and input into AMS Advantage.
25% E	Consults with the Division of Accounting, the Division of Budgets, DPAC, other districts, and contract managers to obtain required data and provides complex financial analysis to monitor contract expenditures and encumbrances, review and process task orders and invoices, forecast contract budgets, and report and provide recommendations to management. Assists with developing and maintaining contract databases.
25% E	Conducts fund management for 2070 Program contracts. Performs appropriation lapsing fund management. Takes necessary budget balance actions and makes corrections to ensure contract expenditures are processed within allocated budget authorities during the budget's year-end process. Prepares standard and custom reports for all levels of management in Headquarters and districts using Microsoft Excel, AMS Advantage, InfoAdvantage, Enterprise Datalink, and other reporting resources. Queries allocation and expenditure data to develop standard and custom reports with breakdowns by district, functional area, project code, issue code, object class, fund, and reporting code.
10% E	Supports the Resource Management Branch and the Personal Services (PS) and Operating Expense (OE) allocation development process for the 2070 Program. Prepares and provides guidance on technical budget documents including Budget Concept Papers, Budget Change Proposals, Finance Letters, and budget revisions. Responds to inquiries from the Division of Budgets, the Legislative Analyst's Office, the Department of Finance, etc. Prepares issue papers, status reports, spreadsheets, e-mails, and other correspondence as required. Actively participates in 2070 Program improvement efforts, teams, and meetings.
5% M	Performs other work commensurate with the Associate Governmental Program Analyst classification. Provides administrative support to Division staff as needed. May occasionally act for the Branch Chief in their absence.

<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**

None. May act in a lead capacity or serve as a subject matter expert for duties outlined above. May occasionally act for the Branch Chief in their absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Principles and methods of public and business administration; fiscal and personnel management; training;

## POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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administrative and resource functions; principles and practices of office methods; the Department's Mission, Vision, Values, Goals; and the Department's Strategic Plan.

Ability to: Communicate effectively both orally (including presenting) and in writing with multiple audiences; multitask, and meet deadlines; analyze situations in an impartial manner, develop alternatives, and recommend an effective course of action; develop and deliver training modules and presentations. Requires the ability to establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; collaborate with other team members to achieve common goals and complete assignments in a group setting; and work independently and be able to research and perform technical functions with minimal supervision.

Must be able to apply sound judgment in problem solving. Must exhibit tact, professionalism, and be customer service-oriented; have a thorough knowledge of analytical/ problem-solving and decision-making principles; work productively in a busy and often changing environment; organize/prioritize work assignments; perform multiple tasks simultaneously; and accurately and timely follow-up on issues. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice.

Must be able to effectively use a personal computer, phone, and general office equipment. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

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### WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-

## POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent may be required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may be required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

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.)

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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