

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION DES/Administration/Budget Management Branch	
WORKING TITLE Budget Analyst	POSITION NUMBER 559-045-5393-911	REVISION DATE 06/14/2024

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 direction of the Branch Chief, Budget Management Branch (SSM I), Office of Budget Management (OBM), the incumbent is responsible for financial analysis, resource management, expenditure reporting, and budget development to assigned subdivisions under the Division of Engineering Services (DES). The incumbent is responsible for the DES Administration Support Budgetary management and coordination function. The incumbent monitors financial resource for assigned subdivisions and has the responsibility of gathering, compiling, editing, interpreting, and analyzing financial data for reporting purpose and for procurement resource management. The incumbent is the DES lead coordinator on activities specifically related to Administration Support procurement request resource management, procurement policies interpretation, annual DES Support and Special Needs (SN) budget survey and allocation, and Cal-Card holder and manager application. The incumbent supports DES annual Budget Change Proposal and Finance Letter development process. Based on Zero Base Budgeting, the incumbent performs annual guidance review and estimation for charging practice and project indirect overhead workload (OH). The incumbent assists the program budget analysts monitor and balances the budget authorities. In addition, the incumbent assumes resource manager's responsibility reviewing and approving funding sources, evaluates budget authority's availability, and verifies coding for all procurement activities under the assigned subdivisions.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45%	E	Independently develop, implement, and manage budgetary authorities for the assigned subdivisions - Bridge Design, Administration, and Executive office, and assist program budget analysts monitor and balance programs' Personal Services (PS) and Operating Expense (OE) budgets authorities. Consult with DES Management, Accounting Division, Division of Procurement & Contract, Budgets Division and other divisions/programs/districts in researching and gathering budgetary related encumbrance and expenditure data and allocation authorities. Utilizing the Department's Enterprise Resource Planning Financial Infrastructure (EFIS) system, AMS infoAdvantage, and DataLink system to analyze and solve budgetary problems. Compile, analyze, research, and review monthly expenditure and provide spending trend analysis for the assigned subdivisions. Conduct necessary budget balance actions and corrections to ensure expenditure within allocated budget authorities during Year-end process. Timely provide recommendations to address any fiscal impact or concerns for the assigned subdivisions and coordinate DES budget survey for DES annual budgets envelopment and sub-allocation.
35%	E	Act as resource manager and perform budgetary resource review and approval duty for assigned subdivisions on their daily procurement request, charging practice coding review and verification. Conduct AMS infoAdvantage resource manager's approval and resource certification process for procurement and payment documentation submission. Reconcile all procurement encumbrance and expenditure with allocated budget for the assigned subdivisions. Act as DES Administration Support budgetary management lead coordinator to manage, balance, review, and approval the DES Support procurement and balance the budget allocation and align such procurement align with the State Administration Manual compliance. Act as the lead analyst for the application package review and submission for Cal-Card Holder and Manager to Accounting Division for processing.
15%	E	Address budgetary issues raised by the Programs, the Division Chief and deputy chiefs, and make recommendations for resolution. Develop DES annual Travel budget survey and Travel budget sub-allocation. Review charging codes of VISA Filing Package from Human Resource Division. Develop Administration subdivision's annual Zero Base Budgeting OH charging practice and workload allocation estimation survey and development. Process Expenditure Adjustment Request, Unit Code Request, Reporting Code Request, and Allocation Change Request. Assist DES annual Budget Change Proposal and Spring Finance Letter's development and administration for the assigned subdivisions. Perform lapsing fund management and annual Year-end Closing for the assignment subdivisions. PS mis-charging analysis and correction implementation processing.
5%	M	Review and analyze historical expenditure data to determine current and future fiscal year resource allocation; on-demand data research, data analysis for various ad-hoc financial drills. Coordinate, consult, and work as a working level team member with management to provide data analysis, presentation, and recommendation to address budgetary and resource issues or financial drills. As the backup analyst for other team members among the branch to perform resource manger responsibilities. As the back up analyst to review, evaluate, edit, and monitor Allocation Change Request (ACR), Budget Change Request (BCP), Finance Letter (FL), DES annual Budget Allocation package development. Analyze and coordinate each type request with the appropriate management.

<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

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

• The incumbent must have a clear understanding of the principles and practices of finance planning, government budgeting, resource management, budget development, and the general accepted accounting principles. Must have the ability to develop various types and using different methodologies of financial projection and data analysis.

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- Most demonstrate the ability to analyze complex budgetary and fiscal matters, and clearly communicate recommendations for effective courses of action.
- Must demonstrate the ability to perform analytical, problem solving, statistical and data research assignment. Must demonstrate the ability and strong self-motivation to learn and to enhance financial modeling and data mining during the team work environment.
- The incumbent must possess the ability to analyze administrative problems and adopt an effective course of action, reason logically and creatively, consult with and advise management and other interested parties on subject matter within the area of assignment.
- The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving and processes strong general math and research skills.
- The incumbent must be flexible on teleworking schedule, and familiar with Cisco WebEx, Microsoft Teams, Adobe Sign, and via remote access VPN network platform under teamwork environment and in a group setting.
- The incumbent must possess professional proficiency in Microsoft Office 365 suite of Excel, Word, and Power Point, with ability to utilize complex formula, function, Pivot, data cleaning and conditional formatting, graphics, and data visualization on data analysis and document processing.
- Ability to demonstrate attention to detail; communicate effectively across diverse stakeholders; be adaptable and flexible to changing priorities and situations.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and reports to DES management. The incumbent is responsible for the accuracy of all statistical data and all staff analyses performed. Errors could result in budget overruns/under runs that could adversely affect DES funding and available resources. Decisions based on the information provided by the incumbent could directly impact the effectiveness of the division in meeting its goals, objectives, and fiscal constraints.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will work and have contact with various departmental staff and management (including the Division Chief level) on sensitive matters pertaining to budget information. The incumbent must be able to treat personnel at all levels within the Department with tact and respect.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Must be able to effectively communicate in English and will be required to make monthly presentations. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, auditing, editing, and report writing. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. Must be able to multitask and regularly respond to state business and departmental emails, Cisco Webex, Microsoft Teams, instant text message, and phone calls during business hours. This position requires the incumbent to be flexible and adaptable to changing policies, teleworking setting, rules and regulations as it relates to personnel administration. Must be able to complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain collaborative working relationships with staff as well as other departmental employees and recognize sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adverse circumstances. The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The incumbent must possess the ability to formulate effective strategies consistent with the DES business plan, strategic goal, and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

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### WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In an office setting incumbent must be able to sit and/or stand for long periods of time. Will be exposed to artificial lighting in a climate-controlled area.

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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

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