

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION PMP PMO Development & Implementation Mgmt	
WORKING TITLE PMO Development & Implementation Mgmt Analyst (AGPA)	POSITION NUMBER 900-074-5393-093	REVISION DATE 12/31/2024

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, a Staff Services Manager I (SSM I), of the Project Management Office (PMO) Development & Implementation Branch in Planning and Modal Program (PMP), the Program Management Division, the analyst (AGPA) will monitor and develop reports for defined benchmarks at project, portfolio, and strategic levels and ensures project and portfolio processes and quality of deliverables are managed efficiently. The incumbent will also monitor and PMP's defined Strategic Plan goals and objectives, and the development, implementation and updates to systems that monitor and evaluate PMP's organizational and operational effectiveness. This includes tracking key performance indicators (KPIs) and related performance across PMP Divisions. Duties and competencies include, but are not limited to, the following:

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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Innovation)
- **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) ¹	
40% E	Working independently providing visibility in the form of recurring (weekly, monthly, quarterly and annual) standard reports and dashboards to the PMP management team to enable data-driven decision-making in project intake, execution, amendment and closing. Implements key performance indicators (KPIs) and metrics to measure project and portfolio performance against defined standards to drive management decisions that will be used for governance and oversight.

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30%	E	Independently manages the project risk/issue and escalation process, and brings together key stakeholders for efficient decision-making with a focus on key decisions that not only shape the project, but the direction of programs and portfolios.
25%	E	Leads the phase gate reviews for Intake and Closing for all management level projects. Facilitates intake reviews of project proposals and ensures management commitment to project plans (scope, schedule and budget) for new management-level project proposals. This ensures alignment and compliance with the divisions' and PMP's defined priorities and strategic plans. Enables team efficiency by making knowledge transfers (Lessons learned) available as well as project plans, reviews, templates, and documentation from past projects.
5%	M	Provides support on special projects, and may independently participate in cross-functional performance evaluation or process improvement efforts for the office or division.

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

This position does not supervise, but may act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have good computer skills, especially in MS Word, MS PowerPoint, and have advanced MS Excel skills, Must be able to use advance Excel formulas and functions such as VLOOKUP and pivot tables. Experience in Smartsheet is desired, but not required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on committees. Must be able to organize and prioritize large volumes of varied documents and data. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. Must possess exceptional written and oral communication skills, as well as interpersonal skills to ensure effective communication with all levels in the organization, and a strong sense for customer service and confidentiality. Must be able to assess situations, take effective actions, and prepare comprehensive reports with sound recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under general supervision, the incumbent is responsible for effective project monitoring and reporting. Inaccurate analysis or failure to complete tasks on time could result in project delays; improper use of funds within program areas, and have an adverse effect on working relationships not only within PMP but also with districts and external partners. Failure to adequately manage information systems and other administrative functions could result in overall loss of credibility and efficiency.

PUBLIC AND INTERNAL CONTACTS

This position will have regular contact with project managers and other staff and leadership in PMP

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to sit for long periods of time, including prolonged standing, squatting, stooping and bending; ability to work on a keyboard and video display terminal. Employee may be required to move large or cumbersome reports from one location to another. Ability to develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental: Employee must have the ability to grasp, apply, and master new technical and business information. Possess the ability to apply sound, professional judgment in problem solving; formulating solutions and initiating appropriate actions. Sustain the mental ability to work under pressure and adapt changing deadlines. Communicating with all levels of employees, external partners and the general public. Possess the mental ability to respond logically, calmly and professionally. Must have the ability to multi-task; effectively deal with pressure; maintain focus and intensity, and remain optimistic in all work-related activities. Must be self-motivated when working independently and as a team player. Must be able to organize and prioritize large volumes of varied documents; have the ability to concentrate in order to review and create documents, and execute expedited requests at times.

Emotional: Must be able to recognize and respond to difficult and emotionally charged issues or problems; maintain a professional demeanor; the ability to acknowledge appropriate responses and respond professionally to difficult situations; develop and maintain cooperative working relationships.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's

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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.

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.)

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