

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 8/Construction/Contract Services Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Estimate/Project Records/COZEEP Analyst	908-500-5393-029	04/08/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Staff Services Manager I, the incumbent performs more responsible, varied, and professional-level technical and/or analytical administrative work in support of contractor payment processes, Construction Zone Enhanced Enforcement Program (COZEEP), and project file management. Incumbent must possess and maintain a valid driver's license when operating State vehicles. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8, which includes and San Bernardino and Riverside Counties.

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. (Employee Excellence - Collaboration, Innovation, Integrity)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, Stewardship)
- 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. (Equity, Employee Excellence - Equity, 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. (Employee Excellence - Collaboration)
- 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. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, Stewardship)
- 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Equity, Integrity)
- 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. (Employee Excellence - Equity, Integrity, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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60%	E	The incumbent independently reviews, analyzes, and processes a variety of payment documents related to Capital Outlay Support (COS) and maintenance program-funded construction projects, including monthly progress payments and high-type contract payments such as After Acceptance, Proposed Final, Semi-Final, and Final estimates for contractors. They ensure that all payment requests are accurate, processed in a timely manner, and comply with Department policies and procedures. In addition to processing payment documents, the incumbent handles other related contract documents, including Project Initiation forms (CEM-6003), change orders (CO), Extra Work Bills (EWBs), and Receivers (RC). They carefully review and analyze these documents, identifying and correcting any discrepancies to ensure accuracy before finalizing and disseminating reports to internal staff, as required by the contract or as directed by the Resident Engineer (RE). The incumbent also reviews and analyzes weekly statements of working days submitted by the RE, providing necessary edits to ensure accuracy. They prepare and distribute through certified mail, the Proposed Final Estimate, tracking delivery, receipt of contractors' responses, and promptly notify the Resident Engineer (RE) of progress. Serving as a consulting analyst to field personnel, the incumbent provides guidance on construction estimate processing, offering expertise to ensure proper documentation and accurate payment estimates. Using the Advantage Monitoring System (AMS) and Construction Accounting System (CAS), they manage the encumbrance and disencumbrance of funds as needed, ensuring that funds are allocated and tracked appropriately throughout the project. The incumbent works closely with the Caltrans project team, engineers, and external contractors to ensure effective communication and coordination during the payment and estimating process. They track and monitor construction project progress, ensuring that expenditures and estimates align with the project's budget. Additionally, the incumbent is responsible for responding to inquiries from both internal and external stakeholders regarding cost estimates and budget allocations. The incumbent ensures all estimates comply with applicable state and federal guidelines, policies, and procedures, conducting periodic quality control reviews to verify accuracy and compliance with project requirements. They assist with audits and reviews of project costs to ensure adherence to regulations and contractual obligations. Finally, the incumbent electronically gathers, disseminates, and files all contract administration documentation for district construction projects.
15%	E	The incumbent serves as the backup to the Division's Construction Zone Enhanced Enforcement Program (COZEEP) Coordinator, with a range of responsibilities related to coordinating and overseeing financial and operational aspects of the program. This includes working closely with the California Highway Patrol (CHP) and the Accounting team to ensure the timely receipt and payment of COZEEP invoices. The incumbent is responsible for reconciling invoices against COZEEP diaries, preparing accurate payment request documents, and reviewing budget allocations against expenditure reports to confirm the availability of funding. They also create and regularly update detailed COZEEP expenditure reports to track spending and monitor the balance of budget allocations. When additional funds are necessary, the incumbent requests allocation transfers or G-12 requests through the Resident Engineer (RE). Additionally, they provide training and technical assistance on the proper usage of COZEEP, collaborating with the RE and Office Engineers (OE) to ensure sufficient funds are available in construction contracts for COZEEP services. The incumbent regularly consults with and updates REs, OEs, and construction management on COZEEP expenditures and balances, and serves as the primary liaison between CHP, the Traffic Branch, and Headquarters Accounting and Construction activities.
15%	E	The incumbent is responsible for coordinating the management of project files in accordance with the Records Retention Schedule, departmental policy directives, and best practices. This includes timely purging of outdated records, maintaining records in an accessible format, and ensuring records are easily retrievable. The incumbent also coordinates the transport of records from field offices to the construction office and to the designated record storage room. They oversee updates to the Division of Construction Records Retention Schedule, notifying affected staff of any changes to retention processes and procedures. Once the engineer has completed and reviewed the Project History File for accuracy and completeness, the incumbent transfers the file to the District Records Officer in Map Files. Additionally, the incumbent performs reviews and verification of required documents in archived project files stored in the Department's electronic document management system, FalconDMS, ensuring proper tracking and organization of all project documentation.

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10%	M	The incumbent independently performs a variety of administrative tasks in support of management, including conducting research, collecting data, preparing reports and charts, and coordinating special events. They are responsible for tracking, fulfilling, and maintaining an Excel spreadsheet for all Public Records and Legal Requests. Additionally, the incumbent ensures that the desk manual is regularly updated to reflect current procedures and practices, providing a comprehensive reference for team members.
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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

The incumbent does not supervise staff: however, he/she may provide direction and/or guidance to staff services analysts, clerical staff and/or student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services including budgeting, program evaluation, and other closely related areas.

The incumbent must have knowledge and practice of safety requirements and practices, records retention policy, procedures, and best practices.

The incumbent must be knowledgeable of the Department's mission, goals, and programs, laws, rules, and policies of the State of California. The incumbent must possess knowledge of pertinent laws, statutes, and regulations regarding resources, contracts, and general office operations. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks with short notice. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to recognize potential project-related problems with personnel, fiscal resources, or scheduling and either take or recommend corrective action.

The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Knowledge of and ability to use personal computer equipped with e-mail (Outlook), word processing and spreadsheet software including Microsoft Office Suite (Word, Excel, PowerPoint, and Access), E-FIS Advantage, CAS System (CAS is the Division of Construction Accounting System) and the inter/intranet and other departmental databases.

The incumbent must reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems, develop communication documents and reports on a variety of issues, and maintain a level of professional integrity to ensure Department Policies and Procedures are followed.

The incumbent must have the ability to work independently and effectively coordinate with various levels of management and staff, both in person and through telephone communication. Must be able to communicate effectively orally and in writing.

Must have the ability to follow written or oral directions, demonstrate good work habits, neatness, dependability, and punctuality.

The incumbent must be able to prepare complete and comprehensive reports, letters, and articles; make effective presentations, use good judgment for analysis of resources requirements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to understand and to incorporate appropriate standards, requirements, and policies into work product may result in expensive waste of time and materials and could result in additional and/or excessive construction contract claims. An error in decision, judgment, or the processing of estimates or other contract administration paperwork could result in errors in payment to contractors and/or providers of service under contract with the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with all levels of staff, including upper management, and frequent contact with personnel throughout the Department. He/she must be able to address division-related issues and questions from all requesters, both within and outside Caltrans.

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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, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. The incumbent will frequently be required to lift/move 30 pounds, bend, stoop, stand, kneel, and walk. Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing. Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. Must be able to handle multi-task while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to business services. 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. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or 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 adversity. The incumbent behaves in a fair and ethical manner toward others and demonstrates 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 Division's business plan 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.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit and/or stand for extended periods of time. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation. Possession of a valid driver's license is required to operate a State vehicle.

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.

EMPLOYEE (Print)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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