



CALIFORNIA TRANSPORTATION COMMISSION

POSITION DUTY STATEMENT

Classification Title Associate Governmental Program Analyst		
Working Title Associate Governmental Program Analyst	Position Number 696-004-5393-	Effective Date August 30, 2021

GENERAL STATEMENT

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail and transit improvements throughout California. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

The Associate Governmental Program Analyst, under the direction and supervision of the Associate Deputy Director or the Assistant Deputy Director, will perform a variety of analytical assignments and is expected to work independently on the development, evaluation, and monitoring of policies and procedures for the State's multi-modal transportation system. The incumbent also assists in the evaluation of current and pending issues for Commission action. The incumbent also contributes to the development of program guidelines, policies and procedures; and assists in the coordination of financial, legislative, and environmental matters of the Commission. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. All duties are to be performed in accordance with Commission policies.

Specific duties and activities include, but are not necessarily limited to:

TYPICAL DUTIES

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

¹ 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.

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40% (E) – Programming and Allocating Funding

- Reviews and analyzes projects and proposals received from Caltrans for State Highway Operation and Protection Program (SHOPP) projects
- Assists with responding to issues raised by Caltrans or other interested parties
- Assists with preparing documents and plans for workshops with stakeholders to gather feedback on program guidelines, policies, and procedures
- Tracks Commission actions relative to SHOPP-funded projects
- Tracks and assists with performance measures relative to SHOPP projects
- Tracks and assists with SHOPP project change management actions in accordance with Commission guidelines
- Assists in evaluating overall program performance including annual reporting to the Legislature

40% (E) – Performs Technical and Analytical Assignments to Support State Highway Operation and Protection Program and other Commission Programs

- Researches, gathers, analyzes, and compiles data from state and federal sources to prepare special reports, executive level presentations, correspondence, briefing documents, and spreadsheets requested by management in support of Commission funding programs
- Gathers, tabulates, and analyzes data from the transportation programs and creates charts, tables, and spreadsheets to present data
- Screens and researches programmatic problems, analyzes issues, and makes recommendations as appropriate to the Associate Deputy Director

10% (M) – Assists other Commission Programs

- Analyzes and competitively scores programming proposals from agencies for various Commission-established funding programs
- Provides additional support to other Commission programs on an as-needed basis
- Participates in workgroups and committees that ensure the policies and directions of the Commission are represented

10% (M) – Legislation and Coordination

- Assists with analyzing bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the transportation funding programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

DESIREABLE QUALIFICATIONS

Greater than one-year experience working on Caltrans or other similar transportation-related projects, and their respective project delivery processes; knowledge or experience using change management methods in accordance with Commission program guidelines; awareness and sensitivity to social, economic, and environmental conditions which effect the transportation field; ability to work collaboratively with coworkers; ability to effectively work on multiple programs simultaneously and shift priorities to meet deadlines, as needed; ability to inspire the confidence of others; strong organizational, time management, decision-making and research skills; ability to work independently and be flexible; knowledge of federal and state regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs and policies.

CORE COMPETENCIES

Analytical Skills: Approaches problems using logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues.

Communication: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (*Transparency*)

Computer Literacy and Application: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks.

Conceptual Thinking: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical)

Creativity and Innovation: Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (*Innovation*)

Flexibility and Managing Uncertainty: Adjusts thinking and behavior in order to adapt to changes in the job and work environment.

Initiative: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives.

Managing Change: Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change

Organizational Skills: Keeps work prioritized and organized. Logically approaches situations.

Reliability: Ability to demonstrate dependability in meeting commitments and providing consistent work product. Takes responsibility for individual actions in order to meet deadline demands.

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.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Due to the Covid-19 Pandemic, teleworking in a climate-controlled setting with access to high-speed WiFi connection may also be required.

PHYSICAL REQUIREMENTS

Employee may be required to sit for long periods using a keyboard and video display terminal to review and access information.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Employee's Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Supervisor's Signature

Date



CALIFORNIA TRANSPORTATION COMMISSION

POSITION DUTY STATEMENT

Classification Title Staff Services Analyst		
Working Title Staff Services Analyst	Position Number 696-004-5157-	Effective Date August 30, 2021

GENERAL STATEMENT

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail and transit improvements throughout California. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

The Staff Services Analyst, under the direction and supervision of the Associate Deputy Director or the Assistant Deputy Director, will assist with a variety of analytical assignments on the development, evaluation, and monitoring of policies and procedures for the State's multi-modal transportation system. The incumbent also assists in the evaluation of current and pending issues for Commission action. The incumbent also contributes to the development of program guidelines, policies and procedures; and assists in the coordination of financial, legislative, and environmental matters of the Commission. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. All duties are to be performed in accordance with Commission policies.

Specific duties and activities include, but are not necessarily limited to:

TYPICAL DUTIES

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

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40% (E) – Assists with Programming and Allocating Funding

- Assists with reviews and analyzes projects and proposals received from Caltrans for State Highway Operation and Protection Program (SHOPP) projects
- Assists with responding to issues raised by Caltrans or other interested parties
- Assists with preparing documents and plans for workshops with stakeholders to gather feedback on program guidelines, policies, and procedures
- Tracks Commission actions relative to SHOPP-funded projects
- Tracks and assists with performance measures relative to SHOPP projects
- Tracks and assists with SHOPP project change management actions in accordance with Commission guidelines
- Assists in evaluating overall program performance including annual reporting to the Legislature

40% (E) – Assists with Technical and Analytical Assignments to Support State Highway Operation and Protection Program and other Commission Programs

- Assist with researching, gathering, analyzing, and compiling data from state and federal sources to prepare special reports, executive level presentations, correspondence, briefing documents, and spreadsheets requested by management in support of Commission funding programs
- Gathers, tabulates and analyzes data from the transportation programs and creates charts, tables and spreadsheets to present data
- Screens and researches programmatic problems, analyzes issues, and makes recommendations as appropriate to the Associate Deputy Director

10% (M) – Assists other Commission Programs

- Assist with analyzing and competitively scoring programming proposals from agencies for various Commission-established funding programs
- Provides additional support to other Commission programs on an as-needed basis
- Participates in workgroups and committees that ensure the policies and directions of the Commission are represented

10% (M) – Assists with Legislation and Coordination

- Assists with analyzing bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the transportation funding programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

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Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIREABLE QUALIFICATIONS

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Employee's Name

Employee's Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Supervisor's Signature

Date