

RPA #  
23-016

EFFECTIVE DATE:  
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enter text.

EMPLOYEE'S NAME Click or tap here to enter text.	POSITION NUMBER (Agency - Unit - Class - Serial) 192-201-5393-008
DIVISION/UNIT Professional Services Division	CLASS TITLE/WORKING TITLE Associate Governmental Program Analyst

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the direction of a Teacher Preparation Administrator I, Professional Services Division, the Associate Governmental Program Analyst (AGPA) performs a variety of complex assignments and provides journey-level technical and analytical support relative to the areas of budgeting, contracting, accounting, traveling, training, and special projects. The AGPA works independently, collaboratively, and as lead to resolve the most complex program issues to ensure continuity in these areas. When assigned to division-related projects, the AGPA must work cooperatively with and take direction from Teacher Preparation Administrators and Consultants in Teacher Preparation

Percentage of time performing duties      Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.

45%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b>CONTRACTS AND INVOICES</b> Serves as the subject matter expert on the state contract process and as the liaison to FBS. Assists management, PSD staff, external partners, and Committee on Accreditation (COA) in developing and securing contracts for a wide variety of services, including serving in an active role during the contract process to ensure the scope and costs of the contract is consistent with applicable laws, rules, and regulations. Independently develops, implements, and maintains a scheduling log and tracking system for all activities requiring contracts to ensure they are initiated and completed on time. Ensures all contract-related documents are created, revised and stored on shared drives.</p> <p>Independently prepares and electronically submits negotiated contract scope and costs for vendor approval and prepares additional contract documentation to FBS. Monitors the contract progress from initiation through final payment. Initiates contract amendments as appropriate. Ensures all documents are stored on shared drive.</p> <p>Invoices Independently audits, reviews, and analyzes invoices and supporting documentation for accuracy in fiscal details and completeness. Tracks and monitors contract expenditure and invoicing. Prepares invoices for payment. Researches and resolves invoice and payment issues, prepares reconciliations and documentation for disputed invoices. Provides recommendations for resolution of disputed invoices to the Administrator.</p>
35%	<p><b>TRAVEL</b> Serves as the subject matter expert on the statewide travel program, CalATERS, statewide contract program, and FileMaker database. Ensures all travel-related documents are created, revised, and stored on shared drives. Independently creates and submits for approval travel requests/budgets for all recurring annual events, including accreditation visits. Monitors and responds to emails in the PSD Travel mailbox on a regular basis.</p> <p>Independently and in collaboration with the SSA identifies and researches significant travel-related expenditures and provides recommendations to the Administrator on realignment of budget/spending plans. May work directly with Administrators as appropriate.</p> <p>Provides assistance, training, and guidance to management, staff, COA members, and volunteers on the statewide travel program. Analyzes and audits all initial and revised travel/expenditure budget requests for accuracy in fiscal details, completeness, and alignment with spending plan. Audits travel</p>

<p>10%</p>	<p>itineraries against approved travel events and budget. Maintains database and electronic files with approved travel/expenditure budget request, receipt of all expenditure claims, and other travel-related information. Provides assistance in monitoring work for quality assurance.</p> <p><b>BUDGET AND ACCOUNTING</b></p> <p>Works in partnership with the Administrator on all PSD budget matters and acts as the budget liaison to the Fiscal and Business Services (FBS) division. Works with staff to request proposed travel and cost-related activity information; independently reviews, audits, and analyzes information submitted; and enters budget information into complex Excel spreadsheets and charts. Compiles statistics relevant to the programs in the division as needed.</p> <p>On a monthly basis independently creates, prepares, audits, reconciles, revises, analyzes, and distributes monthly expenditure/projection reports using FileMaker databases, Excel, the California Automated Travel Expense Reimbursement System (CalATERS), California State Accounting &amp; Reporting System (CALSTARS), budget allocation, and spending plans as well as other source documents.</p> <p>Independently coordinates, gathers, audits, interprets, and analyzes year-end accrual information submitted from PSD staff. Acts as Lead to prepare and monitor mid-year and year-end accruals, and monthly expenditure reports using a variety of source information and complex Excel spreadsheets and charts. Collaborates with the Administrator and IT staff to request and test new FileMaker databases each fiscal year, update calculations, and create and revise layouts and reports. As Travel Team Lead, working with SSA and Office Technicians, independently audits data entry to ensure the integrity of data entered into various databases, identifies and notifies staff and Administrator of keying errors, and updates instructions as needed</p>
<p>5%</p>	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>Assists in creating, developing, updating, and implementing management policies and procedures. As Lead over travel-related activities, works with staff to develop, automate, review, and update travel training materials. Gathers data, researches, and compiles information for revisions to PSD travel procedures and processes. Makes recommendations for changes in departmental travel policies and procedures. Facilitates the distribution of travel information as necessary.</p>
<p>5%</p>	<p>Picks up, delivers, and/or mails employees' checks/warrants. Maintains historical budget and expenditure files for the division.</p>

## **KNOWLEDGE AND ABILITIES**

*Knowledge of:* Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

*Ability to:* Reason logically and creatively and use 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.

## **INTERPERSONAL SKILLS**

Incumbent must have the ability to provide excellent customer service; aptitude to gain and maintain rapport with those encountered in the workplace; display good interaction skills and the ability to deal tactfully, congenially and in a personable manner; demonstrate the willingness, desire and ability to accept increasing responsibility and contribute to the success of the Division's mission.

## **DESIRABLE QUALIFICATIONS**

- Demonstrated evidence of work experience and knowledge of the technical aspects of state's travel program
- Demonstrated evidence of work experience and knowledge of the technical aspects of the state's contract process
- Demonstrated evidence of work experience and knowledge of the technical aspects of the state's budget and accrual processes
- Demonstrated evidence of excellent organizational, research, analytical, and time management skills
- Demonstrated ability in performing well in a fast paced and multi-tasking environment
- Demonstrated evidence of a high degree of independence, initiative, and responsibility
- Strong math and computer skills with working knowledge and fluency of Microsoft Office applications and databases
- Ability to effectively exercise excellent judgment within assigned scope of authority and to handle sensitive issues with tact and diplomacy
- Ability to apply and interpret policies, regulations, and laws
- Ability to take and follow verbal or written direction from supervisors/managers
- Strong interpersonal skills and excellent oral and written communication skills

## **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

Work Environment:

- Requires prolonged sitting, use of telephones and computers and frequent contact with employees, stakeholders and the public
- Requires mobility to various areas of the two-story, climate-controlled building with natural and artificial lighting
- Requires the ability to work regular business hours
- Requires use of private or public transportation or walking to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions.
- In-state travel may be required

Physical Ability: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

***Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.***

**PERSONAL CONTACTS**

All contacts require tact and sensitivity:

- Commission management and staff
- Committee on Accreditation members
- Volunteers
- Stakeholders

**LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES**

Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Attention to details, organization, and timeliness is essential. Accuracy is required for contract development and in the review and approval of vendor invoices for payment. Data and analytical errors could result in improper management decisions at all levels. Poor judgment in any of these areas would severely constrain the agency's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the agency.

**MANAGER/SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

**The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.**

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE