

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	D7 Los Angeles - Division of Right Of Way	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Branch AGPA	907-400-5393-XXX	

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 Senior Right of Way Agent, the incumbent is responsible for managing the more complex and technically detailed of Excess Land, Airspace, and Roberti 710 Sales Programs (Branch) functions. Maintains both manual records and electronic databases, keeping them current and complete while receiving minimal supervision in performing various Right of Way functions in the Branch.

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. (Safety, Equity, Employee Excellence - Innovation, Integrity, People First)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, People First)
- 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. (Safety, Prosperity - Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Prosperity - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First, Pride, 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. (Safety, Equity, Employee Excellence - Innovation, People First, Pride, Stewardship)
- 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. (Safety, Equity, Employee Excellence - Collaboration, People First, Pride)
- 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. (Safety, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Work independently to monitor and manage the 710 Roberti Sales lender-required repairs by generating recurring standard reports and dashboards (weekly, monthly, quarterly, and annually) for the management team. This ensures data-driven decision-making in the reevaluation of lender-required repairs. Utilize appraisal reports and other pertinent data to make informed recommendations, assessing whether lender-required repairs fall within the state's authority. Collaborate with the District Team handling Directors Orders to ensure sufficient funds are available to cover approved repairs, any unknown repairs, and to guarantee that established milestones are achieved while being sensitive to stakeholder interests. As a subject matter generalist in temporary relocation for lender required repairs, the incumbent plays a crucial role in ensuring the smooth operation of the temporary relocation process, working with tenants and Roberti Team. Independently organizes and coordinates temporary relocation services to tenants/buyers during the lender required repairs when temporary relocation is required. Meet with tenants to explain the temporary relocation process and be main point of contact to vendor, tenants, Roberti Team and management. Ensures hotel invoices are processed timely according to Caltrans laws, rules, policies and regulations.
20%	E	Act as a liaison between the Lender Required Repairs Project Manager and the Roberti Team, facilitating communication and cooperation to support project goals. The Associate Governmental Program Analyst (AGPA) independently or as part of a group to learn and manage all aspects of the Excess Land, Airspace, and Wireless Programs within the Branch, including budgeting, allocation, and expenditure analysis related to the Branch's allocations. Assist the Senior Right of Way Agent Specialist in monitoring and managing expenditures and encumbrances for the Branch. Ensure adequate allocations exist by fund source for all encumbrance requests prior to submission for certification. Research project expenditure details for dispensaries to ensure correct funding is allocated using various databases. Review, analyze, and interpret accounting reports to compile a monthly expenditure report on all active and expired contracts and projects. Examine expenditure trends to generate financial history reports that project and forecast fiscal year outcomes. Present analysis results to the Office Chief, Branch Seniors, and resource staff regarding funding trends and forecasts, providing recommendations as appropriate. Recommend courses of action in areas of charging where necessary. Assist Fund Certification Resource Managers in preparing responses to HQ regarding the Branch's programs and inquiries. Identify and analyze funding and financial issues, developing alternative solutions based on the complexity of the problems. Assist in disencumbering any remaining unused encumbrances. Consult with Contract Managers and Right of Way Management to identify contract balances and make modifications to the Program's allocation as needed. Ensure compliance with applicable State laws, rules, and policies of Caltrans. The AGPA plays a crucial role in supporting the financial integrity and effective management of the Branch's programs, ultimately contributing to the successful execution of the projects.

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20%	E	Serve as a procurement agent, responsible for all aspects of the procurement process, including: Writing justifications and scopes of work. Obtaining bids, price quotes, and waivers as required. Initiating and processing the appropriate procurement documents such as Cal-Card Purchase Orders (CPOs), Service Agreements, Purchase Orders (POs), and Miscellaneous Advances (MGAX) in CGI Advantage. Accounting and Coding: Utilize the Accounting Coding Manual to apply the necessary coding and determine the appropriate funding program for purchases, ensuring compliance with the division's and program allocations. Prepare receiving records for payment of invoices related to service agreements and purchase orders. Ensure all invoices are processed and paid in accordance with the Prompt Payment Act. Develop, administer, and track invoice submissions. Work independently to analyze and reconcile monthly invoice summaries against financial reports, adhering to acceptable practices, guidelines, and HQ Accounting and legislative requirements. Maintain the Branch's status report from the Department of Procurement and Contracts (DPAC) on all pending contracts. Familiarize yourself with and be able to interpret and apply State and Federal labor laws and regulations, ensuring compliance in all procurement activities. Input relevant information and be proficient with Caltrans' financial databases such as AMS Advantage, DataLink, and other resources to create queries and status reports. Develop and maintain records and process ad hoc reports to meet management's needs. May be tasked with performing comprehensive and detailed analyses of contractors' and subcontractors' payroll, time card records, and other relevant supporting documents. Collaborate with the Labor Compliance Unit to enforce actions against contractors and subcontractors for non-compliance with prevailing wage regulations.
20%	E	Work closely with cross-functional teams within the Branch, district, Headquarters, legal, and contractors. Assist in the preparation of documents related to contract activities, auctions, CPRA requests and projects. Research information and make recommendations to management. Respond to audit requests and manage red folders. Develop and update program reports, forms, and instructions. Edit operational manuals and send out correspondence. Identify and implement improvements in business processes and practices. Independently compile weekly, monthly, and as-needed reports for the Branch using tools such as AMS Advantage, FileMaker Pro, ROWMIS II, and other available resources. Create queries and status reports, and maintain both paper and electronic databases. Provide a wide variety of complex, technical, consultative, and analytical administrative support to the Office Chief and Branch Seniors. Help coordinate the development and completion of assignments, including written and electronic communications, online and social media platforms, and in-person or virtual engagement. Coordinate, organize, and present at meetings and events, whether in person or virtually. Prepare, facilitate, and assist with auctions, sales, and leasing activities. Disseminate information regarding Excess Lands, 710 Roberti Sales, Airspace and Wireless to stakeholders, visitors, tenants, applicants, and the public. Provide support on special projects and may independently participate in cross-functional performance evaluations or process improvement efforts for the District or Division. Conduct and perform various administrative duties necessary for the daily operations and overall support of the Branch.

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
N/A

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position requires good knowledge and understanding of the Right of Way (R/W) policies, manuals, R/W Property Service management procedures and a general knowledge of the department's programming, budgeting and accounting processes.

The incumbent must be able to reason logically and creatively resolve problems and issues, independently gather and analyze data and information from numerous sources. The ability to communicate effectively, both orally and in writing, is a necessity. The incumbent must also be able to establish and maintain cooperative working relationships and provide effective customer service. Must be able to coordinate multiple priorities and work independently to schedule the work to accomplish the successful

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function of the unit in a timely manner. Other desirable experience, knowledge and abilities include:

1. Technical expertise/experience in budget analysis, budgeting and accounting processes and learning and development.
2. Ability to quickly "grasp new ideas and incorporate them into existing procedures.
3. Ability to work independently as well as part of a team.
4. Knowledge of computer software programs and databases such as Filemaker Pro, Excel, Word, PowerPoint and Advantage.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for his/her decisions, actions and the consequences of error. The incumbent will be responsible for performing his/her work in an accurate and timely manner by prioritizing tasks and exercising good judgment.

Poor decisions, judgment or recommendations could result in project delays, missed deadlines, inadequate allocations of resources, loss of revenues and general funding, federal sanctions and/or penalties, inappropriate use of State funds, possible liability to the State and criticism from local public agencies, local planning organizations, and elected officials and the officials and the public.

PUBLIC AND INTERNAL CONTACTS

Successful interactions with cross functional teams within the Right of Way, Headquarters, legal, and contractors. These contacts will be verbal or written, as needed, to perform assignments. Frequent contacts and close liaison are needed to assure that program requirements are met. Public contact is minimal.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to lift, move and carry up to 25 lbs. (Files, boxes, laptops, and projectors and cumbersome plans.)

Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lights. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within individual cubicles. Working hours will be set sometime between 6:00 a. m. and 6:00 p. m. Employee may be required to travel in state, but the travel is not frequent.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises.

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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.)

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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