

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	44/Project Management/Resource Management and Admin	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Project Delivery Budgets Resource Analyst	913-016-5393-039	10/27/2025

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

GENERAL STATEMENT:

Under direction of the Project Delivery Budgets Branch Chief, a Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) coordinates, plans, develops, and implements various support functions related to budgets and contracts for the five corporate Project Delivery (PD) divisions of Environmental Analysis, Project Management, Right of Way and Land Surveys, Design and Construction.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Climate Action, Employee Excellence - Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Collaboration, Integrity)
- **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. (Climate Action, Employee Excellence - Integrity, Pride)
- **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. (Climate Action, Employee Excellence - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Climate Action, Employee Excellence - Collaboration, People First)
- **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. (Climate Action, Employee Excellence - 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. (Climate Action, Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Employee Excellence - Integrity, 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. (Climate Action, Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Responsible for managing the division's budget, including Personal Services and Operating Expenses. Prepares Excel spreadsheets to monitor expenditures, operating budget, charging practices, and forecast trends to identify problems and maintain the existing service level. Prepares Allocation Change Requests to change allocations as needed throughout the year. Works with division management to prepare budget documentation (i.e., Budget Change Proposals (BCPs), finance letters, etc.). Provides and recommends solutions for resolving budgetary concerns. Works with various staff levels within Project Delivery to maximize utilization of resources and make strategic resource decisions.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Responsible for the contract data management of the Division's Capital Outlay Support Tracking (COST) Report. Contracts include interdepartmental agreements and external consultant services contracts related to Project Delivery efforts. Works closely with contract managers and Statewide COST Report coordinator to report contracting activities to management and externals.
15%	E	Prepares and analyzes special reports and projects for program and division management, including independently creating documents for resource management decision-making and strategizing.
10%	E	Develops tools (i.e., dashboards, graphs/charts, and other visual elements), spreadsheets, and resources to help better communicate the data, tracking, and findings within the completed analysis to increase the efficiency and effectiveness of the reporting to customers.
5%	M	Acts in the absence of the other budget analysts within the unit to provide general budget support to the other Project Delivery divisions. May also be required to act in the absence of the SSM I.

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 be required to take the lead in the absence of the SSM I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the knowledge and understanding of principles and practices necessary for effective data analysis, budget management, and general accounting; an understanding of government functions and organization; and methods and techniques for accurate cost projection. This position requires the incumbent to have the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex 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 work; develop and/or refine tools and processes as need arises; and always behave in a fair and ethical manner toward others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops a wide variety of information. If the information is not correct and timely, it can have major impact on program-wide management decisions and could adversely affect the program's operations and Project Delivery in general.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with budgeting and engineering management in headquarters. Must coordinate with, provide policy and guidelines to personnel involved in developing and managing capital outlay support resources. Also works with personnel in other programs and divisions within the department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods using state-issued equipment. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must sustain the concentration levels needed for reviewing material, auditing, problem-solving, and reasoning. Incumbent may deal with difficult people and must have the ability to develop and maintain cooperative working relationships and possess the ability to resolve emotionally charged issues reasonably and diplomatically, consider and respond appropriately to the needs of different people in different stations, and be tactful and treat others with respect. The incumbent must behave fairly and ethically towards others, and demonstrates a sense of responsibility and commitment to public services; values cultural diversity and other individuals' differences in the workforce; and ensures the organization builds on these differences, while ensuring employees are treated fairly and equitably.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. Throughout the year the workload can be demanding and may involve short deadlines.

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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.)

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE