

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Fiscal Analysis/Division of Environmental Analysis	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Fiscal and Contract Analyst	913-140-5393-002	04/17/2025

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

GENERAL STATEMENT:

Under the supervision of a Staff Services Manager I, the incumbent is responsible for the fiscal management of the Division of Environmental Analysis' contracts and inter-agency agreements as well as related budgetary and administrative duties. The incumbent is also responsible for performing the more complex fiscal assignments, contract administration, and various data compilation and analysis to assure program compliance.

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. (Climate Action - Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity - Equity)
- 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 - Collaboration)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - Integrity)
- 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. (Equity - Innovation)
- 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 - People First)
- Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Equity - Innovation)
- Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity)

TYPICAL DUTIES:

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

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35%	E	Independently prepares the administrative aspects of complex inter-agency agreements, cooperative agreements, consultant contracts, procure small business contracts and purchase order for the Division of Environmental Analysis (DEA). Develops, updates and maintains administrative policies and guidelines for inter-agency agreements, consultant contracts and other procurement methods. Coordinate with technical specialists for the development of Purpose & Need requests, task order scope of work development, data and calculation of cost estimates and meeting agreed to time-lines with external parties, including municipalities and regulators. Independently performs management of contract fiscal and administrative duties, including coordination with other units within the Division of Environmental Analysis, processing task orders, maintaining contract records, data input, and correspondence with consultants. Maintains appropriate filing for contracts and is responsible for written and oral communications with consultants, vendors and others. Coordinates with the Division of Procurement and Contracts (DPAC) and management on contract issues. Closeout of contracts and task orders and transfer to record storage. Proficiency in Microsoft Excel required for tracking, organizing and reporting data.
35%	E	Coordinates the contract task orders encumbrances and processes the invoices in Department's accounting system (Advantage). Provides detailed reports to management staff detailing contract funds, project progress, payments, and other pertinent data needed in administering contracts. Develops analyses, recommends actions and distributes monthly and ad hoc contract summary and expenditure reports. Develops and maintains spreadsheets for contracts, expenditures and budget tracking and for encumbrance and payments for comparison to accounting, budget management systems, and budget tracking reports. Coordinates with the Capital Outlay Support resource manager for information related to invoice payment, encumbrances and other accounting issues as needed. Prepares financial analysis as needed related to contract management.
15%	E	Develops, analyzes, and prepares recommended actions related to contract task order administration, including verifying payment information. Distributes monthly ad hoc contract summary and expenditures reports. Develops and maintains spreadsheets for contracts, expenditures and budget tracking. Develop budgetary trend analysis and compiles data to assist in preparing budget documents for DEA Program projects such as allocation change requests or other budgetary reports.
10%	E	Coordinates events, memos and Transportation Engineer, Civil (TEC) monitoring of attendees to track Divisions' travel expenditures at training, conferences, workshops and Quality meetings. Monitor and review DEA travel and Accounting reports. Assists in general coordination of the units needs including preparing procurement requests, training needs, and coordinating operational needs with other units. Provide functional guidance to District and Headquarters environmental staff on work scope development, estimating contract costs, and consultant oversight procedures and requirements for Stormwater and Capital Outlay Support Program.
5%	M	Attend meetings, training, and may be asked to serve in task groups or on committees as requested by management. Perform other duties as assigned.

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 incumbent does not directly supervise. Incumbent may provide guidance to staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess current knowledge of state and federal laws, rules, regulations and administrative procedures as they pertain to contracting, purchasing, personnel, office operation issues, and information/technology procurement and transfers. Knowledge of the Caltrans contracting, and accounting process is required. A working knowledge of budgets, and accounting principals and practices is required. An awareness of environmental procedures is desirable. The incumbent should be familiar with the Department's Contracts, Accounting and Coding Manuals, the State Administrative Manual, and the Streets and Highways Code Statutes.

Good working knowledge of and ability to use personal computer equipped with email, word processing and spreadsheet software including Microsoft Access or comparable database experience, and Internet is required. Must have the knowledge and ability to use Department accounting and budgetary systems including, but not limited to AMS Advantage, Info-Advantage, and Datalink. Ability to learn to pass accounting information between Department systems and Excel.

The incumbent must be able to initiate, and recommend program and support changes to management, and evaluate existing systems and management requirements. Must be able to respond to regulatory requests, Department of Finance drills and legislative bill analysis. Incumbent must have the ability to develop creative thinking and problem solving. Incumbent will be expected to obtain resource information within the Department, including but not limited to; contacts within the Programs

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Resource Staff, Division of Procurement and Contracts, Accounting, the Budget Office. Project Delivery Project Development (PDPD) and other Department Resources.

Incumbent must possess a working knowledge of research methodology, survey methods and analytical procedures. Must be able to develop and analyze flow charts of existing processes, identify critical paths, and optional areas for change. This work involves varied degrees of analysis including problem exploration and definition, planning and designing the approach and sequence of steps, collection of data, interpretation of findings and documentation and reporting of findings in a structured professional format. It also requires the ability to identify the relative merits of critical options determined from analyses to support determining a course of action.

The incumbent must have the ability to work independently, as well as cooperatively with others, both in person and through telephone communication, being sensitive to and working with political interests; and making effective presentations. Must be able to collect, develop, categorize, maintain, and summarize information, and to write clear concise correspondence, reports, and technical analysis. The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for prompt independent actions in the development and administration of various contracts, for identifying, recommending and implementing critical improvements to the DEA's financial processes, costing systems and resource base, and in developing and maintaining positive working relationships with program staff, Districts, various Headquarters' organizations, and the public. Failure to develop and manage the various programs effectively may have a negative impact against the Program, Division, and even the Department. The results could include the loss of funding; flawed processes that do not improve the Program's financial management; a misstatement, and poor decision making by management; and poorly supported new resource requests that do not contribute to program delivery; delay project delivery; contribute to a poor image, lawsuits, and major citizen concerns.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with personnel in the administrative programs, districts, management staff, vendors, environmental consultants, and the public. S/he must be able to address program and division related issues and questions from all requesters, both within and outside Caltrans. Contact includes environmental officials in both Headquarters and the districts and a wide variety of Departmental administrators and analysts. The incumbent may also be required to respond to inquiries from the Department of Finance, the Department of General Services, the Legislative Analyst's Office, as well as other state, federal, and local public offices.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must exhibit professionalism with self-assurance in the middle of fast-paced and sometimes chaotic conditions. The incumbent may be required to sit for long periods using keyboard/mouse and personal computer, or while attending meetings. This position requires the incumbent to be flexible and adaptable to changing policies, rules, and regulations as it relates to the budget process. The incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. Must be able to 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, and synthesis of issues and make well-reasoned recommendations to management.

Must be able to organize and prioritize large volumes of varied documents and data. The workload is subject to frequent, substantial and unexpected changes that could affect scheduling or completion of assignments. The ability to work under heavy time constraints is required. 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 be able to work independently or as a member of a team.

The incumbent must be capable of multi-tasking 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 the budget process.

The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. The incumbent will address concerns in a professional manner. The incumbent must exhibit professionalism with self-assurance in the middle of fast-paced and sometimes chaotic conditions. The incumbent may be required to sit for long periods using keyboard/mouse and personal computer, or while attending meetings. This position requires the incumbent to be flexible and adaptable to changing policies, rules, and regulations as it relates to the budget process. The incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. Must be able to 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, and synthesis of issues and make well-reasoned recommendations to management.

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ADA Notice

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WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel for training and/or meetings. While at their base operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with heating and air condition, the building temperature may fluctuate.

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 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