

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION PMP Resource Management Branch	
WORKING TITLE Resource Management Analyst	POSITION NUMBER 900-065-5393-920	REVISION DATE 11/17/2025

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

GENERAL STATEMENT:

Under the direction of a Staff Services Manager I, in the Division of Planning and Modal Program Management (PM2), the Associate Governmental Program Analyst (AGPA) performs a wide variety of analytical and fact-finding tasks related to resource management. The incumbent participates in the development and implementation of automated resource and budgeting processes. The incumbent produces and provides analysis on various fiscal reports, projections, and monitors legislation that might impact the Districts/Divisions. The incumbent troubleshoots statewide budget problems throughout the Planning and Modal Divisions as well as Districts and provide recommendations to management that ensures the office continues the proper budgetary course; and takes a proactive role in resolving issues and correcting discrepancies. The incumbent administers budget tasks associated with the receipt and management of program funding, coordinates the development of budget documents, assists in tracking and monitoring of the PMP Task-Based Management, and completes special budget assignments.

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. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, Innovation, 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. (Employee Excellence - Collaboration, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Integrity, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Ensures the resource spending activities of the Planning and Modal Programs Divisions/Districts do not exceed the assigned, allocated budget. Analyzes Personal Services (PS) and Operating Expense (OE) dollars by PEC, fund, and positions. Develops monthly expenditure reports by Division and District, with narrative analysis, to distribute to Headquarters management and the Districts. Independently conducts monthly reviews of charging practices to ensure proper charging and makes recommendations when appropriate. Prepares quarterly presentations of fiscal status to present to Districts/Divisions. Independently communicates with Districts/Divisions and appropriate staff to correct mischarges. Responds to requests, concerns, and inquiries, and coordinates meetings if necessary. Independently maintains reporting systems for all operating expenses items for each Division/District. Works with contract managers to monitor contracts, encumbrances, expenditures, and balances. Answers fiscal questions related to resource management. Utilizes Excel, Power BI, Smartsheet, and other available software to accurately summarize and consolidate large amounts of raw data for presentation. Responsible for personal services dollars, travel budget, training, contracts, intranet updates, and general budgets. Advises program management of budget issues and trends, and takes appropriate independent action. Prepares Allocation Change Requests as needed when new projects are approved. Develops and implements special budget assignments. Successfully multi-tasks in a dual-monitor environment by navigating through different internal budget tracking systems.
25%	E	Uses infoAdvantage, Enterprise Datalink, AMS Advantage, other reporting resources, and Microsoft Excel to create custom reports containing allocations, encumbrances, expenditures, projections, balances, and percentage used for PS and OE funds, labor hours, and positions. Provides details of allocations, encumbrances, and expenditures including but not limited to District, Division, office, fund, project ID, object class, object code, reporting code, employee name, and issue code. Independently prepares, maintains, and monitors budget authority and current year spending. Acts as a lead on special projects, develop budgetary tracking tools, and perform other work-related duties as needed. Independently analyzes data for District/Division staff. Provides necessary fiscal data as required. Prepares Year End Expenditure Reports, lag Encumbrances, Year End Encumbrances and other financial reports for PMP Divisions/ Districts. Coordinates with the State Planning and Research (SPR Part I) Program to help prepare work plan amendments and year: end reports for submittal to FHW A as required. Coordinates resource issues with all divisions under the Deputy Director of the Planning, Modal Programs and evaluates existing processes and procedures for process improvement opportunities and recommend best practices.
20%	E	Responsible for independently initiating and coordinating all aspects of the fiscal training needs for the Districts/ PMP HQ Division staff. Annually implements training for the new fiscal year; requests the training needs from each Office Chief, analyzes the fiscal impact to the Division/District; obtains Division/District Chief approval; and facilitates training sessions. Trains new employees and serves as a reference tool for team members. Manage web content including making website updates on internet and intranet.
5%	E	Develops and delivers training for staff as needed to ensure the Resource Team and all Division staff understand proper charging practices and other related fiscal procedures. Serves as chair for monthly staff meetings on a rotational basis and prepares weekly status reports for the Staff Services Manager I at the end of each week. Provides back-up or assistance to other Resource Management Branch staff as required.
5%	M	Performs other job-related duties within the scope of the classification 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 position does not have any supervisory responsibilities but may serve in a lead capacity as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of budgeting and accounting processes. Must be able to work successfully both independently and as part of a team. Must be able to establish and maintain cooperative working relationships. Must be able to prioritize and complete assignments expeditiously. Must be able to multi-task with changing assignments and manage changing priorities. Must collect, develop, categorize, maintain, and summarize information. Must be capable of creative, logical thinking and open to new or different ideas and opinions. Strong computer skills, particularly in Excel, are critical. Must be able to use advanced Excel functions like pivot tables, write formulas and V and XLOOKUP. Incumbent must be able to communicate clearly

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and effectively both verbally and in writing and be able to handle sensitive financial concerns expeditiously and with a strong sense for customer service and confidentiality. Must be familiar with and adhere to current Department policies, organizational programs, and practices in business plans, budgeting, and program management. Must be open to feedback and coaching.

Analytical Requirements: Ability to reason logically and creatively using various analytical techniques; present recommendations and alternatives to management in oral and written form; evaluate existing process and develop improvements; and identify problems and propose effective, efficient recommendations for resolution. Must be a critical-thinker with troubleshooting skills. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution, and make effective recommendations and proposals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is completed independently and recommendations are made as required. Decisions may be made in the absence of his/her supervisor in situations where immediate action is required.

The analyst plays an important role in the development and management of a multi-million dollar budget. If responsibilities are not carried out in an expeditious and accurate manner, we risk inability to use budgeted funds to accomplish departmental goals and objectives. Faulty decisions or misinformation will result in unnecessary rework and expenditure of additional resources without guarantee of recouping losses. Management practices, laws, and Departmental policies guide activities.

PUBLIC AND INTERNAL CONTACTS

Communicates frequently with all levels of staff in the Planning and Modal Program Management Division as well as other divisions and Districts within the Department. The analyst consults with various managers, planners, and administrators throughout the various Planning programs, administrative service centers, and District Planning managers, and resource staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The analyst must be able to stay in the stationary position for long duration and perform tasks utilizing a PC. May require occasional bending, stooping and kneeling. The analyst must remain alert and have a high degree of attention to detail. The analyst must remain calm and use restraint and control emotions during high-stress situation. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times. Open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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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