

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	DES/PPM&OE/OPD&SCM	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Project Management Support Analyst	559-150-5393-xxx	10/03/2025

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 the Project Delivery Support Branch Chief, a Senior Transportation Engineer (Sr TE) (Supervisor), of the Office of Project Delivery & Structures Contract Management (OPD&SCM), an Associate Government Program Analyst (AGPA), will work to provide Project Management Support to Project Liaison Engineers, PPM Staff & Contract Managers. Develop project and contract reports that enhance our division's commitment to on time project delivery. Under minimal direction from the Sr TE (Supervisor), the AGPA will perform the more responsible, varied, complex, and highly technical analytical duties; provide project management support by monitoring program expenditures and provide updates to internal and external customers. Updates the OPD&SCM Website as needed and ensures that all the reports, documents, and contacts posted on the website are current and accurate.

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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Innovation)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity, Prosperity, Employee Excellence - Equity, Integrity)
- 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, Climate Action - Collaboration, Equity, Innovation, Pride)
- 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. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Collaboration, Integrity)
- 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, Equity, Employee Excellence - Equity, Integrity, Pride)

TYPICAL DUTIES:

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

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45%	E	Create and/or modifies and maintains project work plans in Project Resource and Schedule Management (PRSM) database in Districts that allow access rights. Develops complex and varied status reports for monitoring project support cost, scope, and schedules utilizing PRSM, CTIPS, Datalink, QMRS, Vision, and AMS reporting tools. Task order invoice reconciliation with project resources in PRSM. Creates and maintains project files and all project related documents including project scoping documents, project reports, plans, and other correspondence. Update the OPD&SCM Website as needed and ensure that all the reports, documents, and contacts posted are current and accurate.
20%	E	Prepare complex reports, agendas and meeting notes for DES Status meetings. Schedules and assists with running the DES Status meeting and other meetings as directed by Branch Chief. Communicates with DES functions to ensure data in VISION is up-to-date and correct
15%	E	Under the direction of the Branch Chief; the AGPA will review, maintain and update the Office internal website and its' content in VISION. Maintain office's document management and record retention. Creates special reports and completes special assignments as necessary.
10%	E	Independently performs complex, comprehensive, and detailed analysis of consultant and sub-consultant invoices for completeness and compliance to Caltrans' policies and procedures. Analyze and process complex invoices and maintain consultant contract invoices and files; ensures compliance with contract best practices procedures and State requirements. Request and reconcile accounting report for contract expenditures and encumbrances, identify discrepancies and initiate corrective measures as appropriate.
5%	E	Assist contract managers in requesting consultant progress status and verifying of invoices. Update DES task managers with the status of contracts as required. Reconcile contract invoice data and verifies expenditures do not exceed contract and task order allocated amounts
5%	M	Aids in the development of improvements to process and policy for OPD and participates in committees and teams as required.

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 is non-supervisory. The incumbent may serve in a lead person capacity as part of a team effort in performing analytical duties and various report preparations. The incumbent may work with and provide direction to SSAs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to perform complex data analysis procedures on project management data, including data as it pertains to project scope, schedule, and budget. Experience in visualizing complex data, performing statistical analysis to identify trends, and presenting findings in reports to management. Experience in data modeling, organizing data logically into a database structure, and maintaining data integrity. The incumbent must also have the ability to perform word processing and spreadsheet operations using a computer. The incumbent must possess a sufficient level of skills to enable them to provide an accurate view of project budgeting and resourcing. Must be proficient in Microsoft Office software primarily in Word & Excel. The incumbent must possess professional writing and communication skills and be able to coordinate work assignments across multiple independent teams, both internal and external to the department. Experience in process improvement is highly desirable. Ability to analyze situations and problems that occur from consultants' requests, DES personnel, Headquarters, and section staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery. Failure to accurately monitor and report the expenditures of State and Federal funds could lead to project funding overruns or incorrect service award payments.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be in personal contact with DES engineers, consultants, and professional personnel from headquarters and local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using keyboard and video display terminal, which may include viewing small font types for extended periods. Employee may be required to transport a laptop computer and portable printer while on assignments. Employee may be subjected to high levels of stress related to project delays, cost and schedule changes. Must be able to develop and maintain cooperative working relationships in a fair and ethical manner and demonstrate a sense of responsibility and commitment to internal and external customers.

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WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. Incumbent may also be required to travel and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather).

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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