

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Associate Governmental Program Analyst	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Human Resource Program Analyst	900-081-5393-924	12/08/2025

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 Staff Services Manager I in the Division of Accounting, the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex technical analytical staff services assignments for the Division of Accounting (DofA), Administration Services Section. As the Human Resources Liaison between the Division of Accounting and the Division of Human Resources, assists hiring supervisors in the hiring process and in tracking Accounting positions.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Employee Excellence - Collaboration, Pride)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Employee Excellence - Collaboration, People First)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity - People First, 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, Employee Excellence - Equity, Stewardship)
- 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. (Equity, Employee Excellence - People First, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Employee Excellence - Collaboration, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Employee Excellence - People First, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - People First, Pride, Stewardship)
- 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 - Equity, People First, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Acts as Division's Human Resource liaison. Provides guidance and directions to managers responsible for Accounting recruitment and hiring activities. Duties include creating, managing and reporting of personnel liaison activities and partnering with Accounting managers and the Division of Human Resources (DHR) to ensure positions are filled and program is not exceeding their hiring authority. Coordinate all aspects of the hiring process for the DofA. Review duty statements, Department of Human Resources (CalHR) classification specifications, and various other personnel related documents to provide recommendations to the hiring managers. Review job advertisements for accuracy and complete and process all necessary paperwork for hiring, upgrading, and changing time base of Accounting staff. Analyze and reconcile the Division's information on the HR automated tracking system to ensure data accuracy. Update the Division Intranet as needed to keep Division Organization Chart current and create and maintain all organization charts for the Division.
25%	E	Provide general guidance and assistance to DofA staff on personnel transactions and benefits; seeks clarifying guidance and direction from DHR. Partner with Accounting managers and DHR to resolve more complex and time sensitive personnel transactions issues. Perform complex analysis of personal service expenditures and allocations using computer-reporting tools. Duties includes monitoring, planning and reporting expenditures for the Division's Personal Services.
15%	E	Certify the availability of funds and works with various Programs throughout the Department to secure additional funding when necessary. Report on expenditures at both the program and fund level ensuring accuracy and alignment with approved budgets. Project future expenditures and allocation needs, identifies variances and and work correct discrepancies.
15%	E	Responsible for the development of the Division's Hiring Guide and implementing new methods, procedures and process improvements.
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
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the principles of modern methods of business administration. Have a basic understanding of the accounting program and how it relates to the Department's overall mission. The ability to work independently. The ability to communicate effectively, interpret written material, write effectively, reason logically and use analytical techniques to solve varied administrative problems and create graphs. Knowledge of accounting principles and the budget process and function is necessary. Familiarity with Access database is also helpful. Be aware of and agree to comply with the following policies with regards to access to personal information including, but not limited to, Social Security numbers, Federal Tax Identification numbers (for businesses), home addresses, home telephone numbers, leave balance information, all personnel information, documents, etc.

1. Individuals accessing Caltrans information assets must use all due care to preserve data integrity and confidentiality.
2. Password and access devices are to be treated as confidential information and restrictive devices.
3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.
4. Users must take reasonable precautions to prevent virus contamination of State systems.
5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets.

Users must take extra precautions to maintain department employees and vendors confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents, etc.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Employee is responsible for carrying out a wide range of duties of an administrative and analytical nature. Failure to recognize problem areas or otherwise effectively carry out assigned responsibilities could result in problem in the employment process of

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new staff of retention of to support the support the Division's work.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely work with management in the Division to identify problems and solution in the employment process.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Have the ability to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. The ability to lift up to 40 lbs.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel is not very frequent.

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