

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D6/Environmental/Support Services	
WORKING TITLE Budget and Support Analyst	POSITION NUMBER 906-156-5393-XXX	REVISION DATE

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 District 6 Environmental Resource Management and Support Services Branch Manager, a Staff Services Manager I, the incumbent performs the more responsible, varied, and complex technical analytical administrative tasks. The main purpose of incumbents role is to manage the expenditures within the allocations, prepare and present detailed budget reports, and act as the divisions point of contact for AMS Advantage/Expenditure questions. The incumbent provides support and guidance to managers, supervisors and staff within the District 6 Environmental. Occasional travel and overnight stays may be required.

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. (Employee Excellence - Collaboration, Innovation)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Innovation, Stewardship)
- 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. (Employee Excellence - 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. (Employee Excellence - Collaboration, Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, 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. (Prosperity - Integrity, Stewardship)
- 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, Integrity)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Innovation, Pride)

TYPICAL DUTIES:

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

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40%	E	Responsible for administering and managing District 6 Environmental allocations and expenditures. Duties will include utilizing complex multi-linking spreadsheets and reports to breakdown the allocations, detail the expenditures, generate reports, compare data from previous months, and make recommendations regarding our allocations and expenditures to the Division Chief and Office Chiefs. Routine audits of the detailed data against the reports are required. Reviews, analyzes and interprets multi complex fund type expenditures for the purpose of managing the budget. Incumbent conducts and/or reviews complex analytical reports and provides statistical budget reports/graphs as needed to management. Provides recommendations to upper management to resolve complex expenditure issues. Identifies specific problems that may require initiation of policy or procedure changes. Incumbent will be expected to provide multiple monthly reports. Incumbent is expected to reconcile division reports with District wide reports for accuracy. Establish and maintain open communication with district employees. Will be responsible to contact other Districts to negotiate for resources. Prepares forecasting models based on historical data and knowledge. Will also conduct checkbook audits and reconciliation for the purpose of clearing transactions and estimating projected expenditures. Will produce and review monthly encumbrance report and solve encumbrance issues. Assist employees with travel and TEC questions while coordinating with Headquarters on answers.
20%	E	Will serve as procurement purchaser for acquisition of goods and services for District 6 Environmental Division. Duties include excel entry, prepare and review purchase requests; ensuring appropriate purchasing policies and procedures have been followed, InfoAdvantage entry, maintain inventory of property, use of accounting coding manual, survey obsolete equipment, and payment to vendors. Coordinates with the Environmental Planners for Public Notice ads for the newspaper to publish and pays for the ad. Schedule, set up, and facilitate the Public Meetings/Public Hearings. Track the 6Public expenditures to ensure we are within the allocation.
20%	E	Assist in reviewing and updating: organizational charts, positions, persons on board (POB), status of employees, staff available, hiring data, and complex personnel resource reports including the COS and Non-COS Programs. Assist in reviewing data received from Headquarters and D6 position control to determine if there is errors or missing information and compares this information to our data. Assist with gathering, evaluating, and auditing data as needed. Under the direction of the Staff Services Manager I, assist management with updating and composing duty statements. Incumbent will assist with screening applications, scheduling interviews, preparing materials for interviews, sending out notices to applicants; notifying personnel of selection; and providing technical guidance to supervisors/managers, employees and the public regarding the hiring process and hiring practices. Incumbent will have administrative access to the Examination and Certification Online System (ECOS). Prepares and tracks Personnel Action Request Forms (PARF) packages for completeness and approval. Handle confidential information, including complaints and communications.
10%	E	Incumbent acts as liaison between D6 Environmental Division, the District and Capital Project Skills Development (CPSD) on all mandatory and job related training. Provides logistics and administrative support for class delivery, including but not limited to: disseminate CPSD and outside Vendor training announcements, enroll and/or register staff region wide, prepare course materials, provide on-site coordination, arrange for program supplies, and audio/visual equipment and make payment arrangements for outside Vendor training. Input training courses into the Learning Management System (LMS) for training provided by outside vendors attended by staff. Manage information sharing, coordinate, prepare and track enrollment for multiple courses simultaneously. Provide prioritized list of enrollees based on location and need to Headquarters Environmental Training Coordinator. Analyze enrollees training history to verify prerequisite requirements for training. In coordination with District Training Coordinators, manage and monitor the LMS. Identify external training opportunities and determine best processes to acquire training from other agencies, consultants and vendors.
10%	M	May assist with special projects and/or other duties 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

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

Microsoft Excel

Microsoft Word

Advantage System

Datalink

Knowledge of principles of modern methods of public and business administration including organization, fiscal and personnel management, training and administrative analysis, principles and practices of general business management; a variety of analytical techniques to resolve complex administrative problems.

Ability to:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.

Experienced in databases and Excel spreadsheets.

Interpret a variety of instructions furnished in written, oral diagram, or schedule form.

Demonstrate strong organizational skills to work with employees at various levels.

Interpret miscellaneous rules, policies, and procedures.

Deal effectively with multiple priorities and maintain focus on details.

Preparing clear, concise, and complete reports, correspondence and other written materials.

Work effectively with others as an interdisciplinary team member.

Speak effectively to individuals and before groups of customers or employees of the organization.

Establish and maintain cooperative relationships within the District and Department, and with the public and outside agencies .

Research, analyze and summarize data.

Analyze all situations to determine appropriate action.

Perform varied assignments under decreasing degrees of supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is critical to the efficient operation of the District 6 Environmental Division. Errors in judgment or performance could result in the delay of projects. Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other environmental staff, supervisors, internal and external candidates, and outside staff to ensure timely project delivery. As required, the incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public will be required. In these and all interactions, it is expected that the incumbent will represent the department in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome reports and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays will be required. A valid driver license is required to operate a state vehicle. 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd 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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