

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE<br>Analyst II       | OFFICE/BRANCH/SECTION<br>D7/Division of Administration/Budget Office/Project Control |                             |
| WORKING TITLE<br>Project Control Analyst | POSITION NUMBER<br>907-042-5393-xxx  | REVISION DATE<br>05/01/2026 |

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

**GENERAL STATEMENT:**

Under the general direction of the Supervisor I, the Analyst II performs a wide variety of highly technical and complex budget analysis. The Analyst II is responsible for providing service to the District as well as Headquarters (HQ), relative to budget and project fund allocations, encumbrances, and expenditures. All district activities and projects require project IDs which establish the approved budget for an activity or project. The incumbent is responsible for ensuring that project IDs are properly entered into the Department's financial database, AMS Advantage, and are maintained throughout the life cycle of the activity or project.

**CORE COMPETENCIES:**

As an Analyst II, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

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| 40% | E | Interpret regulations, policies, procedures, and various manuals pertaining to departmental and program operations and apply them to the establishment and maintenance of project files. Create, supplement, process, and approve different funds and project types in the Advantage financial accounting system to make sure expenditures are correctly posted against the authorized Federal, State, and/or Local Agency funds. Develop and edit instructional materials to clearly layout the procedures and requirements in processing transportation project setup and fund requests. Work with HQ's Divisions and different Divisions in the District to accomplish the assigned tasks. |
| 30% | E | Review and process various fund requests and provide consultation to functional and project managers on different questions regarding fund sources and allocation. Analyze the project funding for compliance with funding -requirements in order to seek additional funds for on-going projects. Resolve and explain fund approval differences from HQs-Budgets, the Federal Resources Office, and other fund approval documents.  |
| 20% | E | Research and analyze projects shown on project reports, such as lapsing, active/inactive, close out, etc., propose recommendations and take necessary action to resolve the disparity funding information from different reports and on different documents shown in the accounting financial system. Run project monitoring reports from different financial systems.  |
| 10% | M | Research and investigate various accounting issues such as processing the error file and assisting District staff and Headquarter's Divisions with budget, encumbrance, expenditure, un-obligated fund questions and requests and respond to report requests. Develop, plan, and provide training to District staff and back up the Project Control Unit. Other duties, special projects, and tasks assigned by the Supervisor I.   |

<sup>1</sup>ESSENTIAL 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. May act as a lead person in the absence of the Supervisor I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must be responsible and possess sound knowledge and expertise in all facets of budget development and financial administration. Must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. The incumbent must possess good technical expertise in budgeting and have the capability of resolving budgetary problems with District and Headquarter's staff; must possess good interpersonal skills to work cooperatively with and deal tactfully with staff at all levels; must possess good communication skills both orally and in writing.

The incumbent must have a thorough knowledge of the District Division's program and organizational structures, knowledge of the basic principles of Accounting, electronic data processing techniques, knowledge of the legislative process and departmental budget policies and procedures. The incumbent must have strong analytical and personal skills.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

All District work and funding commitments are directly dependent on the accuracy and timeliness of data input, analysis and monitoring of project identifier, Federal aid authorizations, and fund transfers/supplements. An effective method of monitoring project funding, encumbrances, expenditures, and unobligated funding must also be in place. Failure to do so could result in project delays, cost overruns and could have a major impact on the District's ability to manage its resources and meet program commitments.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have frequent contact with the District's functional managers and project managers to assist and advise them on technical budget matters and frequent contact with Headquarters Divisions will also be required.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent will be required to maintain mental focus and productivity in a full work activity schedule environment on a daily basis, and will deal with diversified workforce at all levels who may not be fully cooperative or agreeable in problem solving or conflict resolution. Incumbent needs to be flexible and be able to maintain a positive emotional state and apply energy productively during working hours and must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines, must be open to change, adapt to behavior, and work methods in response to new information, changing conditions, or unexpected obstacles.

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**WORK ENVIRONMENT**

The incumbent will work in a cubicle setting workstation and climate-controlled office under artificial light. However, due to periodic problems with heating and air conditioning, 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. Working hours will be set sometime between 7:30 am to 5:00 pm. Overtime might be required, and vacations may be restricted during peak times and fiscal year-end closing. Incumbent may be required to travel in State, but the travel is not 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