

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 4/Resource Management/Operating Expense Mgmt	
WORKING TITLE Operating Expense Analyst	POSITION NUMBER 904-031-5393-XXX	EFFECTIVE DATE 04/15/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

In the Office of Resource Management, Operating Expense Management branch, under the direction of a Supervisor I, the incumbent serves as an Operating Expense Analyst and is responsible for reviewing, analyzing and monitoring the expenditure of Operating Expense (OE) budget. The incumbent will work with various Divisions/Programs as a Resource Manager to ensure expenditures are in compliance with what the resources were allocated for.

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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Acts as the Budget Office liaison to provide information, advice, and financial services. Financial services include the approval of fund certification documents in the Advantage workflow process such as Contracts, Purchase Orders, Master Agreements, Task Orders, MGAX requests, Contracts under \$10,000 and Cal-Card Purchase Orders. In Advantage, the incumbent verifies the charging information: Purchasing Authority, Document ID, Source Unit, Project ID, Appropriation, Phase, Object Codes, Funding FY, etc. Answers questions and responds to routine requests for services from District Offices and DPAC (Division of Procurement and Contracts). Researches problems (such as incorrect charges), and disseminates new policies or information.
20% E	Monitors and analyzes the expenditure of Operating Expense (OE) dollars for all Offices and Divisions in the District. This involves reviewing detailed, complex expenditure reports originating from Advantage/ infoAdvantage/Datalink to ensure that expenditures are from the correct source for the right purpose, and are within budget limits. Also use this information to predict spending trends and to make both long and short range budget projections. When these projections indicate a budget overrun, the incumbent must identify and analyze several correction strategies in order to recommend the most appropriate.
20% E	Prepares and analyzes Operating Expense reports for the activities described above. Expenditures include actual expenditures and encumbrances. The incumbent must research historical expenditure/ encumbrance patterns. Highlight or investigate particular problems including but not limited to incorrect or unauthorized expenditures, prohibited encumbrances, lapsing encumbrances, and recommend the most appropriate action.
5% M	Act as the District Cal-Card Liaison (alternate). Be the central repository for the records retention form for the Statement of Account. Participate with DPAC and Accounting Division in routine monthly teleconferences. Be knowledgeable of State and Department purchasing policies and procedures.
5% M	Act as the District Out-of-State Travel (OST) Coordinator. Attend annual meeting regarding the OST blanket development process to ensure that it meets the specifications set by the Governor's Office. Prepare the District's OST blanket, obtain approval, and submit to the Statewide Out-of-State Travel Coordinator. Provide information and advice regarding the OST blanket submission and OST Travel Approval Request for trips not contained within an approved out-of-state travel blanket.

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 supervise. The incumbent may act as lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a working knowledge of Departmental Accounting and Budget policies and practices, as well as familiarity working with the Department's electronic accounting and reporting systems (AMS Advantage, InfoAdvantage and Datalink). The incumbent must develop the ability to apply the appropriate guidelines in determining the proper funding source, maintain consistency when close comparisons exist, and examine unique situations thoroughly before making final determinations. An understanding of the District and Department's organization is necessary as well as knowledge of the mission, vision and goals of the Department. The incumbent should possess strong oral and written communication skills and must be able to deal effectively with people from a broad range of engineering and administrative backgrounds. Well-developed skills in dealing effectively and professionally with all levels of Caltrans personnel are imperative.

Analytical Requirements:

The District receives OE funding from multiple fund types from at least 8 major Headquarters Programs, and this Branch monitors all of the OE support dollar resources available to the District. Must be able to accurately interpret account coding and identify

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errors. Must be able to make correct decisions concerning the application Departmental and Budget policy, and must be able to research problems, weigh alternatives, and recommend solutions. The analyst must refer to and maintain a balance between work effort and production in order for the district to meet its goals and objectives. The analytical duties include:

1. Detailed and careful review and analysis of budget allocations to ensure resource levels are consistent with the district's work priorities.
 2. Analysis of expenditure trends and development of workload indicators for use in budget forecasting.
 3. Development of computer reports to capture a wide array of district expenditures in cost reports that aid management in making decision on the proper utilization of resources.
 4. Development and analyses of workload standards for allocation change requests and budget change proposals.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The District allocation of OE dollars is approximately \$120 million. Errors in judgment could result in expenditures exceeding budgetary limits, or in work not being completed because necessary resources were incorrectly managed. Either occurrence would result in a waste, or misuse of tax dollars jeopardizes the District's ability to complete its mission.

PUBLIC AND INTERNAL CONTACTS

This position has very limited public contact. Internal contacts are quite extensive. Internal contacts in the District are usually for the purpose of funding approval and budget. Position will liaise with Division of Budgets staff, Program managers, Project Managers, and assigned Division, Office and Program advisors in the District. Duties that interface with Accounting and other administrative areas must be in concert with district and budgetary goals. Contacts with executive management involve budget planning and adjustment consultation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods using a keyboard and video display terminal. Employee must have the manual dexterity to operate the computer keyboard and various office equipment necessary to complete tasks.

Employee must have the ability to multi-task; to develop and work with budgetary formulas; to work with complex financial programs; adapt to unexpected changes in processes and/or priorities; deal effectively with high levels of pressure; ability to focus for long periods of time; and complete tasks or projects with short notice.

Employee must be able to maintain positive working relationships and professional demeanor when working with members of the District, Headquarters or other agencies; deal effectively with pressure and maintain focus and intensity yet remain optimistic and persistent while under year end closing deadlines.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee will work in a cubicle environment. Periodic problems with heating and air conditioning systems may cause the temperature and air flow within the building to fluctuate. Employee may be required to travel infrequently for meetings and training.

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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.)

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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