

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 2/Administration/Resource Management	
WORKING TITLE Purchasing and Budget Analyst	POSITION NUMBER 902-001-5393-	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 Office Chief of Resource Management, a Supervisor I, the incumbent is responsible for complex analytical work related to monitoring the District 2 Administration division's annual Personal Service (PS) and Operating Expense (OE) budget and expenditures and provides expert management consultation on trends, concerns and suggested strategies. The incumbent is responsible for the procurement of supplies, equipment, and services for the Administration division and is the backup procurement analyst for other divisions. Incumbent is expected to be a subject matter expert on procurement and provide assistance to staff at all levels on an as needed basis. Incumbent will serve as the District 2 Administration Division Property Control Liaison. Incumbent works mostly independently which will require a high degree of initiative and motivation. Must be able to maintain positive working relationships with both internal and external customers.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity - Innovation, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, 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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - 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. (Employee Excellence - 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. (Employee Excellence - Collaboration, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Stewardship)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Prosperity - Collaboration, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Independently analyze, create, monitor, and report on assigned division's budget, which includes allocations,operating expenses and encumbrances, and personal service dollars. Utilize departmental budget and accounting software and databases (Advantage/InfoAdvantage/Datalink) to retrieve data. Prepare and analyze complex reports of allocations versus expenditures and resolve discrepancies, including negotiating the redistribution of dollars. Independently evaluate and analyze past and present expenditures and encumbrances and use findings to forecast future needs. Prepare and process Allocation Change Requests (ACR's) as necessary. Prepare complex monthly, quarterly, and ad hoc financial reports. Provide recommendations on appropriate charging practices to avoid erroneous recording of expenditures. Serve as the single focal point and subject matter expert for the Administration division on all budget-related issues. Attend regular monthly staff meetings with management and provide all budget-related updates. Will serve as the back-up for fund certification.
25%	E	Serve as primary point of contact for procurement of supplies, equipment and services for the District 2 division of Administration. Provide excellent customer service to customers on all matters of procurement. Independently consult with and advise managers and staff on procurement policies and procedures while providing technical and analytical expertise. Independently analyze, process, and track all types of purchases such as Non-IT and IT commodities, furniture, subscriptions, training and other requests, with various time lines and time sensitive documents at any one time. Ensure all purchases are completed in compliance with the Department's Acquisition Manual, the State Administrative Manual (SAM), the State Contracting Manual, and applicable Government Codes. Facilitate formal and informal competitive solicitation through the appropriate acquisition process. Support the Department's Small Business(SB) and Disabled Veterans Business Enterprise (DVBE) purchasing goals. Ensure that all required documentation has been completed and is in order for all purchases in accordance with the DPAC Acquisition Manual. Track the shipment and confirm receipt of goods ordered. Review and validate invoices for orders received and promptly prepare payment documents for processing by accounting. Prepare, audit and reconcile monthly statement of account for assigned CAL-Card, ensuring supporting documentation is consistent with all applicable policies and laws. Independently resolve purchasing issues as they arise and take an appropriate course of action within policy. Manage and maintain procurement files in an orderly manner in accordance with the record retention policy. Will serve as the back-up for the Maintenance and Traffic procurement analyst.
10%	E	As the District 02 Administration Division Property Control Liaison, incumbent is responsible for working with the District Property Controller to ensure the tagging, monitoring, and physical inventorying of all expendable and non-expendable State equipment/property is in accordance with the requirement of SAM Sections 8650 through 8652. Independently reviews all property control forms for the addition, transfer or removal of equipment from the division's inventory. Maintains an accurate record of the division's inventory and proactively assists employees, supervisors and managers with property control requirements.
5%	E	Create and/or modify student assistant task orders in Advantage. Maintain tracking spreadsheet of invoices received and reconcile with Advantage task order balance. Independently research, analyze and address any issues in payments against the District's student assistant contract.
5%	E	Facilitate and participate in meetings with all levels of staff and attend DPAC meetings and/or trainings as necessary. Develop, update and administer procurement training to appropriate staff. Make recommendations for process improvements related to procurement activities. Assist with the development, update and distribution of procurement procedural manual as needed. Participate in Department of General Services' CalPCA (California Procurement and Contracting Academy) ongoing training.
5%	M	Facilitate Advantage security/workflow requests for District 2 supervisors and employees. Ensure that the form is filled out accurately and completely prior to submission and that requested roles are appropriate for the requester's assigned duties. Follow up with the Advantage Security and Workflow unit as needed to ensure requests have been received and processed correctly.
		Prepare various reports and written correspondence as necessary. Other duties as requested by management.

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 employees but may act as a lead.

POSITION DUTY STATEMENTDOT PM-0924 (REV 01/2025)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires detailed and sensitive employee contact and independent action. Must have strong written and verbal communication skills and the ability to prepare detailed written correspondence in a clear and logical manner. Knowledge of basic grammar, spelling, punctuation and math. Must use good work habits such as punctuality, accuracy, and dependability. Ability to perform professionally, follow oral and written directions, evaluate situations accurately and take effective action. Knowledge of principles of modern business practices, forms and office equipment. Must be proficient in the use of desktop computer hardware and software, including Microsoft Word and Excel. Must be proficient in accessing information from departmental computer programs such as the Internet and intranet. Must have knowledge of, and adhere to, the rules and regulations regarding property control as outlined in the State Administrative Manual. Must be able to effectively identify and analyze problems, evaluate information from regulations, departmental policies, laws and/or rules, determine its accuracy and relevance and consider the effect of such changes. Uses sound judgment to generate and evaluate alternatives and recommend solutions. Incumbent is expected to work independently with a high degree of initiative and motivation.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for actions and decisions made in completing assigned tasks. Incorrect action or inaction could result in duplication of work, delay in productivity of other employees and/or loss of funding. Noncompliance with program guidelines in monitoring allocations and expenditures may overstate or understate budget expenditures and projections allowing decisions to be based on inaccurate data. Incorrect action or inaction in the property control function could result in increased possibility of property loss and inappropriate disposal of assets. Noncompliance with policies and regulations related to procurement could impact the Department's delegated purchasing authority.

PUBLIC AND INTERNAL CONTACTS

Employee will have daily contact with district employees and the public. The employee will represent the Department in public situations and will be required to present themselves in a courteous, professional manner at all times. Employee must be able to deal effectively and tactfully with Caltrans personnel and members of the local community and be polite and patient with the public when representing the department. May have frequent contact with headquarters, district and North Region employees, State and local government offices and the public. Must be able to make these contacts with a high degree of professionalism and in an informed and knowledgeable manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to possess manual dexterity and perform bending, stooping and kneeling. The ability to move material of up to 20 pounds may be required. Employee may be required to sit and/or use a computer, keyboard, mouse and monitor for long periods of time. Job duties may require the employee to have a sustained mental activity state which is needed for problem solving, analysis, and reasoning. Employee must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, acknowledge the various responses and respond appropriately, tactfully and professionally. Employee will be expected to exercise a high degree of initiative and independence in performing assignments. Incumbent must have the ability to multi-task.

WORK ENVIRONMENT

While in the office setting, incumbent will be working in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise needs to be controlled at low levels. Multi-floor buildings are equipped with elevators and stairs. There will be constant interaction with a diverse group of customers and co-workers. This position will require sitting for long periods at a time in front of a monitor and working on a computer keyboard. Employee may be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. Employee may be required to work from home and will be required to maintain a safe working environment when doing so. 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 incumbent 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 incumbent.

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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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 2/Administration/Resource Management	
WORKING TITLE Purchasing and Budget Analyst	POSITION NUMBER 902-001-5157-	REVISION DATE

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GENERAL STATEMENT:

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CORE COMPETENCIES:

As an Analyst I, 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.

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- **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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Integrity)
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- **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, Stewardship)
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TYPICAL DUTIES:

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

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50%	E	Under supervision, incumbent will analyze, create, monitor, and report on assigned division's budget, which includes allocations, operating expenses and encumbrances, and personal service dollars. Utilize departmental budget and accounting software and databases (Advantage/InfoAdvantage/Datalink) to retrieve data. Prepare and analyze reports of allocations versus expenditures and resolve discrepancies, including negotiating the redistribution of dollars. Evaluate and analyze past and present expenditures and encumbrances and use findings to forecast future needs. Prepare and process Allocation Change Requests (ACR's) as necessary. Prepare monthly, quarterly, and ad hoc financial reports. Provide recommendations on appropriate charging practices to avoid erroneous recording of expenditures. Serve as the single focal point for the Administration division on all budget-related issues. Attend regular monthly staff meetings with management and provide all budget-related updates. Will serve as the back-up for fund certification.
25%	E	Under supervision, incumbent will serve as primary point of contact for procurement of supplies, equipment and services for the District 2 division of Administration. Provide excellent customer service to customers on all matters of procurement. Will consult with and advise managers and staff on procurement policies and procedures while providing technical and analytical expertise. Analyze, process, and track all types of purchases such as Non-IT and IT commodities, furniture, subscriptions, training and other requests, with various time lines and time sensitive documents at any one time. Ensure all purchases are completed in compliance with the Department's Acquisition Manual, the State Administrative Manual (SAM), the State Contracting Manual, and applicable Government Codes. Facilitate formal and informal competitive solicitation through the appropriate acquisition process. Support the Department's Small Business(SB) and Disabled Veterans Business Enterprise (DVBE) purchasing goals. Ensure that all required documentation has been completed and is in order for all purchases in accordance with the DPAC Acquisition Manual. Track the shipment and confirm receipt of goods ordered. Review and validate invoices for orders received and promptly prepare payment documents for processing by accounting. Prepare, audit and reconcile monthly statement of account for assigned CAL-Card, ensuring supporting documentation is consistent with all applicable policies and laws. Will resolve purchasing issues as they arise and take an appropriate course of action within policy. Manage and maintain procurement files in an orderly manner in accordance with the record retention policy. Will serve as the back-up for the Maintenance and Traffic procurement analyst.
10%	E	Under supervision, will act as the District 02 Administration Division Property Control Liaison, incumbent is responsible for working with the District Property Controller to ensure the tagging, monitoring, and physical inventorying of all expendable and non-expendable State equipment/property is in accordance with the requirement of SAM Sections 8650 through 8652. Reviews all property control forms for the addition, transfer or removal of equipment from the division's inventory. Maintains an accurate record of the division's inventory and proactively assists employees, supervisors and managers with property control requirements.
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ADA Notice

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DOT PM-0924 (REV 01/2025)

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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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