

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	22/ Resource Planning and Policy Office/ Statewide	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Program Budget Analyst	702-046-5393-XXX	08/22/2025

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 a Supervisor I, the incumbent independently perform the more responsible, varied, and complex technical analytical assignments when providing statewide budgetary support for the Administration Program and its support districts and divisions. This position ensures and facilitates completed staff work on budgetary issues and policy matters of critical concern. In this capacity, the incumbent independently researches, analyzes and monitors the allocation, expenditures and management of the statewide and divisional budgets in the program including Personal Services, Position Management, and Operating Expenses. This position also provides recommendations and reports to management that document the status of the Administration Program's fiscal situation and trend analysis. Other tasks include but not limited to analyzing, reviewing and evaluating budget documentation; making recommendations to ensure that Administration Program and its district and divisions continue on the proper financial course; and taking a proactive role in correcting discrepancies.

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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Under general direction, independently administers the budget for the statewide Administration Program by preparing and recommending approval of the allocation of financial resources including personal services, operating expense, in-state and out-of-state travel, equipment, professional and technical services, training and general expense. Evaluates expenditures and projections for accuracy and consistency against encumbrances by program, fund source and category; and recommends corrective action if necessary. This includes extracting reports from the Enterprise Resource Planning Financial InfraStructure (EFIS), Enterprise Datalink and other budget monitoring systems and departmental databases. Creates, modifies and maintains monthly spreadsheets reflecting statewide and division allocation, expenditures and projections as well as contract data. After thorough research and analysis, assists management in making monetary plans for the remainder of the fiscal year and works with management to address their budget needs.
25%	E	Under general direction, independently acts as liaison to the Division of Accounting and Budgets for all issues related to charing practices and invoice billing issues, proration, chargeback, reimbursements, etc. Analyzes accounting and budget documents and make recommendations to ensure that the Administration program maintains budget control by program and fund source. Establishes, maintains and provides guidance and direction on expenditure authorization codes, special designations, and other codes identified in the Accounting Coding Manual. Works with the Division of Budgets and provide guidance to the Administration Programs customers on Budget Change Proposals, Finance Letters and other budgetary issues.
25%	E	Under general direction, independently prepares written recommendations and/or analysis, when requested, as it relates to special assignments or projects. Responds to questions posed by the Budget Office, divisions, and others. Reviews, analyzes, and keeps management apprised of budget policy and process provisions that impact the divisions and be able to function in a lead capacity as needed in Administration.

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

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires knowledge of the Department's statewide organizational structure, knowledge of the state budget development process, and principles and current trends in administrative functions as they relate to resource management practices and program evaluation. Must have knowledge of the Department's vision, mission, and goals.

The incumbent must have knowledge of personal computer applications, software, spreadsheets, databases, and become knowledgeable and proficient on the Enterprise Resource Planning Financial Infrastructure (EFIS), Enterprise Datalink and other budget monitoring databases.

The incumbent must have the ability to reason logically and creatively; use various analytical techniques to resolve complex budgetary problems, develop and evaluate alternatives, and draw sound conclusions; and present recommendations and information through oral and written communication methods to management on matters relating to the program budget. Must be able to establish and maintain priorities and a level of professional integrity to ensure that the best interests of Administration and the Department are served. The incumbent must also have the ability to work well in the interdisciplinary team concept and be able to function in a lead capacity when called upon.

The incumbent must have the ability to establish and maintain cooperative working relationships with departmental staff at all levels within the Department. In addition, the incumbent must be able to speak and write effectively and adopt an effective course of action.; develop effective management reports and recommendations based upon sound logical conclusions; maintain confidentiality; and develop and maintain team effort and cooperation among staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have a significant impact on Administration's ability to carry out its program responsibilities. Good judgment, tact, and the ability to work independently and to communicate effectively are expected of the incumbent. Budget and resource management errors could result in improper management decisions at all levels, inaccurate financial reporting, and mismanagement of departmental funds, incorrect budget decisions and noncompliance with statutory requirements. Poor judgment in any of these areas would severely constrain Administration's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains communication with all levels of Department staff, including executive staff, for the purpose of providing guidance and direction, and works closely with liaisons in Accounting and Budgets, as well as the districts and divisions. All contacts require tact and sensitivity.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be requested to travel occasionally to address resource issues with District staff. May be requested to travel between various Caltrans Sacramento offices to attend meetings.

Mental - The incumbent must be able to read and understand a variety of accounting, budgetary, and word processing documents. Must have the ability to multi-task, adapt to change in priorities, and produce completed staff work on short notice.

Emotional - The incumbent must be customer service oriented. All positions within this Office require interaction with people at all levels within the organization. It is very important that the incumbent possess the ability to work with others in a positive and cooperative manner.

The incumbent may be subject to, and have the ability to, handle irate employees in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and professionally. Must deal effectively with pressure while maintaining focus and remaining positive, optimistic, and persistent even under adversity.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office setting environment with artificial and natural lighting. The incumbent will occasionally take transportation or walk to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions.

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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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