

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION D4/MTCE/Administration	
WORKING TITLE Program Budget Analyst	POSITION NUMBER 904-660-5393-XXX	REVISION DATE 09/01/2026

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 Division's Budget Planning & Analytics Manager I, the Budget Analyst performs analytical, consultative, and technical budget functions in support of program operations. The incumbent is responsible for developing, monitoring, analyzing, and reporting on operating and highway maintenance budgets; ensuring compliance with State policies; and providing fiscal guidance to management. This position works closely with program managers, accounting, procurement, and headquarters budget offices to support effective resource management and decision-making. The incumbent ensures all activities comply with state and departmental policies, and collaborates with management and program staff to improve operational efficiency. This position plays a key role in supporting the Division's fiscal accountability, resource management, and administrative coordination.

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. (Safety - Integrity)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, Pride)
- Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Prosperity - 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, Employee Excellence - Innovation, Pride)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - Collaboration, Innovation, People First, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Stewardship)
- Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Equity, Integrity)
- Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Employee Excellence - Collaboration, Innovation)
- Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Climate Action - Innovation, Pride)

TYPICAL DUTIES:

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

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50%	E	Budget Development and Planning: Independently develop and prepare annual operating budget proposals, workload projections, and funding requests. Analyze historical expenditure data and forecast future fiscal needs for Maintenance programs. Coordinate with program managers to validate assumptions, staffing impacts, and operational needs. Assist in the preparation of Budget Change Proposals (BCPs), Finance Letters, and other fiscal documentation. Budget Monitoring and Control: Monitor expenditures, encumbrances, and fund balances to ensure compliance with approved budgets and spending authority. Identify potential budget variances, funding risks, and shortfalls; recommend corrective actions to management. Track multi-year funding, carryover balances, and project-specific allocations. Ensure fiscal activities comply with the State Budget Act, State Administrative Manual (SAM), and Caltrans policies.
35%	E	Financial Analysis and Reporting: Prepare routine and ad-hoc financial reports for district management, Headquarters, and control agencies. Perform variance analysis and clearly explain discrepancies between budgeted and actual expenditures. Track and report key performance indicators (KPIs). Develop executive-level summaries, charts, and briefings to support management decision-making. Support internal and external audits by compiling documentation and responding to fiscal inquiries. Program Consultation and Technical Assistance: Serve as a fiscal consultant to assigned Maintenance programs and functional units. Provide guidance on allowable expenditures, funding sources, and cost allocation methodologies. Coordinate with Accounting, Procurement, and Personnel units to ensure fiscal actions align with budget authority. Interpret and apply fiscal policies for program staff and management. Special Projects and Process Improvement: Participate in special fiscal projects, workload studies, or system implementations. Assist in developing and improving internal budget tracking tools, procedures, and controls. Recommend process improvements to enhance fiscal accuracy, efficiency, and transparency.
10%	E	Conduct reviews of procurement processes and maintain audit-ready documentations. Supports and ensure all acquisitions/procurement and contracting activities comply with state and federal laws, departmental policies, and executive orders. Analyze procurement and administrative data to identify trends, inefficiencies, and areas for improvement. Recommend and implement process enhancements to streamline operations and strengthen compliance. Provide consultation, advice, and reporting to Division management regarding budgets, procurement, contracts, and administrative strategies. Support staff training and knowledge-sharing initiatives in budgets and administrative procedures. Train and back-up other administrative staff and perform
5%	M	Maintain electronic filing systems to ensure document accessibility and compliance. Other related duties as needed

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 staff, but may act as a cover or lead person as needed, May provide technical guidance or training to staff as assigned.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:
State budgeting principles, fiscal controls, and financial reporting requirements Government accounting practices and fund management Applicable State Administrative Manual (SAM) and Caltrans fiscal policies.

Ability to:
Independently analyze complex financial and budgetary data Interpret and apply fiscal laws, rules, and policies Communicate effectively in writing and verbally with management and staff Develop and present clear, concise fiscal reports and recommendations Use financial systems, databases, and spreadsheet applications.

Analytical Requirements:
Analyze complex budgetary, financial, and workload data from multiple sources to identify trends, risks, and funding impacts. Evaluate the fiscal implications of program proposals, staffing changes, contracts, and operational decisions. Develop forecasts and projections using historical data, current spending patterns, and policy direction. Identify problems, discrepancies, and variances in financial data and recommend feasible solutions or corrective actions. Interpret and apply State Budget Act

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provisions, State Administrative Manual (SAM), and Caltrans fiscal policies to real-world program scenarios. Exercise independent judgment in assessing alternatives and recommending courses of action to management. Prepare clear, well-supported analyses, reports, and executive summaries that translate complex fiscal information into understandable terms for decision-makers. Assess the effectiveness and efficiency of budget processes and recommend improvements to enhance fiscal controls and accountability.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent exercises a high degree of independence and judgment in performing complex budgetary and financial analyses. The incumbent is responsible for making analytical decisions related to budget development, monitoring, forecasting, and reporting that directly support management decision-making.

Decisions made by the incumbent affect the efficient and effective use of public funds, compliance with State and departmental fiscal policies, and the ability of program units to meet operational objectives. The position is relied upon to identify fiscal risks, funding shortfalls, and budget variances, and to recommend appropriate corrective actions.

Errors in analysis, judgment, or interpretation of fiscal policies could result in inaccurate budget projections, mis-allocation of funds, delays in program delivery, audit findings, loss of funding authority, or noncompliance with State Budget Act or State Administrative Manual (SAM) requirements. Such errors may adversely impact program operations, financial integrity, and the department's credibility with control agencies and stakeholders.

Work is reviewed by the supervisor for overall effectiveness, policy compliance, and alignment with departmental objectives; however, the incumbent is expected to independently carry out assigned responsibilities and ensure accuracy, completeness, and timeliness of all analyses and recommendations

PUBLIC AND INTERNAL CONTACTS**Internal Contacts:**

District and Headquarters management to provide budget analyses, fiscal recommendations, and funding status updates.

Program managers and supervisors to coordinate budget development, monitor expenditures, and resolve fiscal issues.

Accounting, Procurement, and Personnel units to ensure fiscal actions align with approved budget authority and policies. Other Caltrans districts and divisions to coordinate funding strategies and ensure consistency in budget practices.

External Contacts:

Control agencies and partner organizations (regional agencies, or local partners) to provide budget information, respond to inquiries, and support fiscal coordination as assigned. Vendors or contractors (as needed) to clarify fiscal documentation related to budgeted contracts and expenditures.

Contacts require the incumbent to exercise tact, professionalism, and sound judgment when explaining fiscal policies, resolving issues, and representing Caltrans budget positions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**Physical Requirements:**

Ability to move around the office, access file cabinets, operate office equipment and interact with colleagues. Proficiency in using computer keyboards, operating office equipment, and handling paperwork, communicate effectively, and participate in meetings. Occasionally lift and move office supplies, documents, and equipment weighing up to 25 pounds.

Mental Requirements:

Concentration: Sustained concentration and attention to detail required for reviewing contracts, procurement documents, and compliance regulations. Problem-Solving: Ability to analyze complex procurement issues, develop solutions, and make sound decisions. Multitasking: Manage multiple projects and tasks simultaneously, prioritize effectively, and meet deadlines. Memory: Retain and recall information regarding policies, procedures, regulations, and past procurement activities. Analytical Thinking: Evaluate data, identify trends, and make strategic recommendations based on findings.

Emotional Requirements:

Stress Management: Ability to handle stress and maintain composure while managing tight deadlines, complex procurements, and regulatory compliance. Interpersonal Skills: Communicate effectively with staff, managers, vendors, and other stakeholders; maintain positive working relationships. Adaptability: Flexibility to adapt to changing priorities, regulations, and work environments. Conflict Resolution: Address and resolve conflicts or issues that may arise in procurement processes or contract negotiations.

WORK ENVIRONMENT

Work is conducted in a typical office setting with standard office equipment and minimal exposure to adverse environmental conditions. Adhere to ergonomic principles and workplace safety guidelines to ensure a comfortable and safe working This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected

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candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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

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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