

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Headquarter/Budgets/Capital Outlay Support Unit	
WORKING TITLE Budget Analyst	POSITION NUMBER 900-082-5393-036	REVISION DATE 09/02/2026

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 Supervisor I of the Capital Outlay Support Unit, the incumbent is responsible for approving project allocation requests from District Offices statewide for Capital Outlay Support (COS) project budgets in accordance with project programming and California Transportation Commission (CTC) actions. Incumbent is also responsible for processing allocation requests to modify funding in accordance to department's policy and guidelines and CTC Resolutions, as well as tracking project allocations and adjustments on a monthly basis, and submit monthly reports to Financial Programming and Project Management within Headquarters.

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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Integrity, 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, Integrity, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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 - Collaboration, Integrity, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration, Equity, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Researches COS projects complex funding processes which include over 15 funds and are subject to external rules imposed by Federal Highway Administration, CTC, and the legislature; identifies alternative approaches to creating and managing COS project budgets and evaluates the pros and cons of each alternative; prepares findings and recommendations for management decisions.

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30%	E	Independently prepares initial and supplemental allocations for approved projects; creates and monitors complex spreadsheets used for tracking all COS project allocations against program capacity by phase; updates Department's Accounting system (Advantage) used for monitoring COS projects; and monitors and analyzes allocation balances to resolve any funding deficiencies.
25%	E	Analyzes project allocation requests for technical accuracy; independently processes allocation funding requests per department policy; tracks, monitors and reconciles allocation amounts; tracks and analyzes program changes; and responds to technical inquiries from management.
10%	M	Facilitates team meetings with stakeholders to develop processes, procedures, and roles and responsibilities necessary for the accurate and timely processing of allocation requests.

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
No supervision exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of departmental policy and procedures, statewide COS budget process, departmental programming process, State Transportation Improvement Program and State Highway Operation and Protection Program terminology. Must be familiar with Caltrans' accounting system and the interrelationship between Capital Outlay and Capital Outlay Support functions. A working knowledge of mainframe databases and personal computers is required.

Ability to prepare quick turnaround policy and fiscal analyses, work with mainframe and personal computers, and write and speak clearly and concisely.

The incumbent must be able to meet tight internal and external deadlines, be flexible and possess strong analytical and communicative skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for the Department's COS project allocations. Failure to ensure that proper allocations of funds are made could result in costly delays in delivery of construction projects. Inappropriate recommendations to management or presentation of inaccurate data would lead to erroneous decisions concerning use of appropriations.

PUBLIC AND INTERNAL CONTACTS
Independently, confers with District and Headquarters staff including Resource Managers, Program Managers, Budget Analysts, and the Accounting and Engineering Service Centers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employee must have the ability to do the following: Sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multi-task; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be able to perform effectively under rigid time constraints and pressure.

WORK ENVIRONMENT
While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Working hours will be set sometime between 6:30 a.m. and 6:00 p.m. Regular and punctual attendance is required. Overtime will be required during periods of peak workload. Employees are required to comply with telework agreement policies and procedures.

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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.

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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