

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION D1/Administration/Budgets Office	
WORKING TITLE Budget Liaison/Project Control Officer	POSITION NUMBER 901-001-5393-XXX	REVISION DATE 08/17/2026

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 Chief, Budgets Management, a Supervisor I, incumbent serves as the Budget Liaison and Project Control Officer. Incumbent works independently with a moderate level of responsibility incumbent will assist with the development and management of the District's Personal Service and Operating Expense budgets. The incumbent will update, monitor, maintain, and report on budgetary information by program for various Divisions within the District. The Budget Officer is responsible for District Position Management. Monitors positions and movement to ensure no loss of positions to the District; updates District Organizational Charts and reconciles positions on a monthly basis.

Incumbent serves as the Project Control Officer. Incumbent works independently with a moderate level of responsibility to ensure that all expenditure authorizations (EAs/Project IDs) for Support and Capital expenditures are prepared and approved in a correct and timely manner.

I Incumbent is expected to work with a high degree of initiative and motivation, and maintain cooperative working relationships with both internal and external customers. Incumbent will be responsible for analyzing budgetary information and providing management timely reports. Duties include but are not limited to:

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Equity, Integrity)
- **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 - 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. (Employee Excellence - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Integrity)
- **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 - Collaboration, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Integrity, Pride)
- **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. (Employee Excellence - Integrity)

TYPICAL DUTIES:

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

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50%	E	The Budget Liaison advises the District programs in the monitoring and management of the budget allocation which includes operating expenses and personal service dollars. Prepares monthly budget reports for District Management detailing allocation and expenditure information by program, category, funding source, and Project Identifier. Analyzes requests for information and produces detailed budgetary reports and/or provides information from infoAdvantage, Data Link and Excel for management and district personnel. Serves as a primary resource for the assigned various programs in the District for budget, infoAdvantage, Data Link and contract management inquiries. Incumbent will monitor and research lapsing appropriations. Advise contract managers on final transaction modifications and advise contract managers of the fiscal year final invoice payments deadline published by Accounting. Coordinate with district contract managers to ensure liquidation of all completed contracts and obsolete pre-encumbrance documents in CGI Advantage before the end of the fiscal year. Incumbent will be responsible for the review and certification of funds, Purchase Requests (RQS), Purchase Orders (PO), and Service Contracts (CT) for the assigned various programs. Incumbent will be responsible for the review and certification of funds for Under \$20,000 (U20) contracts, task orders, and contract delegations. Incumbent will create, modify and maintain specialized reports for both Project Management and Programming for potential use in monitoring projects.
40%	E	Project Control Officer serves as the District Project Control expert resource regarding Project IDs; provides assistance and information to District personnel regarding all Project ID matters. Incumbent will calculate percentage ratios and split-outs to the appropriate funding for the Project ID correctly and request reimbursement authority as needed. Applies the Department's current Federal Aid policy to determine and maintain Federal eligibility for Project IDs that are eligible for Federal participation. Responsible for the ongoing supervision and maintenance of the assigned inventory of Project IDs in the District. Communicates with District and Division units to retrieve information and offer instruction concerning specific project IDs. Participates in meetings and discussions with District staff and management concerning funding or procedural concerns regarding Project IDs. Represents the District when statewide Project Control issues or procedures are discussed. Incumbent will verify the specific budget authority represented by the Project IDs by consulting sources such as California Transportation Commission votes, G-12 Resolutions, programming documents and program allocations. Ensures accurate coding using a variety of standard Department references (such as coding manuals, accounting manuals, Deputy Directives, etc.) Works in support of and in coordination with Project Managers and project management support unit staff to create, modify and maintain project workplans in X-pert Project Management/Project Resource and Schedule Management (XPM/PRSM). Alerts Project Managers to possible resource problems, or other conditions which may jeopardize project delivery. Create, modify, and maintain specialized reports for both Project Management and Programming for potential use in monitoring project IDs.
10%	M	Attend mandated and recommended trainings. Update and maintain a Desktop Procedures Manual for this position. Serves as backup to the Chief of Budgets 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 other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of the principles and modern methods of public and business administration. Must have strong written and verbal communication skills, and the ability to prepare detailed written correspondence, in a clear and logical manner. Requires a thorough knowledge of the Departmental expenditure authorization process; the Departmental budgetary process, and general knowledge of the Departmental accounting system; the District and Departmental organization; and the ability to analyze data and present ideas effectively. Must have knowledge of the principles, laws, rules and guidelines pertaining to Caltrans budgeting procedures, as well as knowledge of contract documents such as the Caltrans Coding Manual. Must be proficient in the use of laptop computer hardware and software such as Microsoft Outlook, Excel and Word. Must be able to access Corporate or District files and/or databases containing budget data. Must be proficient in accessing and retrieving data from Advantage/

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infoAdvantage, DataLink, and other major accounting/budgeting systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making and controlling budget allocations internal to the District. An error in this effort could result in overrunning the District budget. The use of an unapproved Project Identifier or failure to issue a Project Identifier to a project in a timely manner could result in the loss of the use of appropriated funds or loss of Federal Aid. Incorrect or incomplete advice to managers could result in expenditure of unauthorized funds.

PUBLIC AND INTERNAL CONTACTS

Must have continuous, daily contact with the District Budget Chief, and contact as required with District management, staff, District supervisors, Headquarters staff, and other District and/or Region staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must be able to work effectively under periods of stress, resulting from multiple deadlines and exercises. Incumbent needs mental ability and propensity for detail work. Must be able to deal effectively with difficult and sometimes angry individuals, while maintaining a calm and professional demeanor.

WORK ENVIRONMENT

Incumbent may be required to sit for long periods of time using a keyboard and video display monitor. Incumbent will telework from home as well as work in a climate-controlled office under artificial light utilizing modular furniture.

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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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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