

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Resource Planning and Policy Office	
WORKING TITLE Program Budgets Analyst	POSITION NUMBER 702-046-5393-xxx	REVISION DATE 10/01/2026

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 a Supervisor I, the incumbent independently provides budgetary and administrative support to Administration District 22 to ensure and facilitate completed staff work on budgetary issues and policy matters of critical concern. In this capacity, the incumbent independently researches, analyzes, and monitors the allocations, expenditures, and management of each division's budget in Administration and provides recommendations to management including reports that document the status of their fiscal situation and trend analysis. Other tasks include analyzing, reviewing, and evaluating budget documentation; making recommendations to ensure that the Administration program continues on the proper 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Equity - Integrity, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, Pride, 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. (Prosperity - 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. (Safety - Innovation, 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. (Equity, Employee Excellence - Integrity, Stewardship)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, Pride, 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. (Prosperity, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Conceptual Thinking**: Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Prosperity, Employee Excellence - Integrity, Stewardship)
- **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. (Safety, Equity - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Administers the budgetary process for each division's budget within Administration by preparing and recommending approval of the allocation of financial resources including personal services, operating expense, equipment, training, in-state and out-of-state travel, etc. Evaluates expenditures and projections for accuracy and consistency against encumbrances by program, fund source, and category; and recommends corrective action necessary. This includes extracting reports from the Department's financial system, and other budgetary or accounting databases. Creates, modifies, prepares, and maintains monthly spreadsheets and reports reflecting division allocations, expenditures, encumbrances, and projections. 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.
30%	E	Under general direction, independently acts as a liaison to Division of Accounting, Budgets for all issues related to charging practices and invoice billing issues, proration, reimbursements, etc. Analyzes accounting and budget documents and makes recommendations to ensure that the administration program maintains budget control by program and fund source. Establishes, maintains, and provides guidance and direction on expenditure charging codes, special designations, reporting codes, and other codes identified in the Accounting Coding Manual. Works with Project Management on cost center revisions.
20%	E	Prepares written recommendations and/or analysis, when requested, as it relates to special assignments or projects. Responds to questions posed by the Budget Office, Accounting Office, divisions, and others entities. Reviews, analyzes, and keeps management apprised of budget policy and process provisions that impact the divisions in Administration. Attend and occasionally present at division budget meetings.
5%	M	Acts as a backup to other analysts in the Unit. Performs special assignments as assigned.

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
The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The position requires familiarity with 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 mission, goals and objectives. 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 the departmental staff. 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 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, from clerical to executive, for the purpose of providing guidance and direction, and works closely with liaisons in Accounting and Budgets, as well as the divisions. All contacts require tact and sensitivity.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to read and understand a variety of accounting and budgeting documents. The incumbent will hand key data into a computer terminal. This will be done while sitting or standing. The incumbent must be able to respond to changing priorities and short deadlines while developing and maintaining positive and cooperative working relationships. The incumbent must be able to work effectively with high-level executives.

WORK ENVIRONMENT

This position is currently utilized under full-time teleworker status, but is required to report to work one or more days a week, as needed, at the assigned office location. While at their assigned office location, employee will work in a climate-controlled office under artificial lighting. The incumbent will occasionally take transportation or walk to other State facilities to attend meetings or training outside the office in a variety of weather conditions.

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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