STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	DES/ Administration/ Budget Management Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Budget Analyst	559-045-5393-045	10/28/2026

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 Branch Chief (Supervisor I) of the Budget Management Branch (BMB), in the Office of Budget Management (OBM), the incumbent is responsible for performing financial analysis, resource management, expenditure reporting, and budget development activities for assigned subdivisions within the Division of Engineering Services (DES). The incumbent is also responsible for the DES Out-of-State (OST) travel administration and coordination functions. The incumbent will monitor financial resources for assigned subdivisions and has the responsibility of gathering, compiling, editing, interpreting, and analyzing financial data for reporting purposes and for procurement resource management. The incumbent is the DES lead coordinator on activities specifically related to OST, OST request process, OST policy interpretation, annual DES OST Blanket development, process training, and DES annual budget sub-allocation development for travel expense requests. The incumbent supports DES annual Budget Change Proposal (BCP) and Finance Letter development process. Utilizing Zero Based Budgeting principles, the incumbent performs annual reviews of budget guidance, develops expenditure estimates, and analyzes charging practices and project indirect overhead (OH) workload requirements. The incumbent assists program budget analysts in monitoring and maintaining budget authorities and ensuring fiscal accountability. Additionally, the incumbent assumes resource management responsibilities by reviewing and approving funding sources, evaluating the availability of budget authority, and verifying accounting codes and fiscal accuracy for procurement activities within assigned subdivisions. Through the application of sound fiscal management practices, the incumbent provides expert guidance and support to management and staff on budgetary, procurement, and travel-related matters, ensuring compliance with departmental policies, state regulations, and established financial controls.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Employee Excellence - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Equity, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Prosperity, Employee Excellence - Innovation, 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, Employee Excellence - Equity, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Collaboration, Integrity, People First)
- **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. (Safety, Employee Excellence - Collaboration, Equity, People First, Pride, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity, Employee Excellence - Innovation, Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Employee Excellence - Innovation, Integrity, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Independently develop, administer, and monitor budget authorities for assigned subdivisions. Ensure the accurate allocation, control, and utilization of Personal Services (PS) and Operating Expenses (OE) budget authorities while assisting program budget analysts in maintaining fiscal integrity and budget compliance. Serve as a key liaison between DES management and internal stakeholders, including the Accounting Division, Division of Procurement and Contracts, Budgets Division, and other departmental programs and districts, to obtain, validate, and analyze budgetary, encumbrance, expenditure, and allocation data. Utilize EFIS, CGI Info-Advantage, FI$CAL, and DataLink systems to perform complex financial analyses, identify budgetary issues, and develop corrective strategies and recommendations. Analyze monthly expenditure trends, forecast spending patterns, and evaluate budget performance to support management decision-making. Prepare financial reports and present findings, recommendations, and potential fiscal impacts to management to facilitate proactive resource planning and budget management. Lead fiscal year-end budget reconciliation efforts by reviewing expenditures, identifying discrepancies, processing budget adjustments, and implementing corrective actions to ensure expenditures remain within authorized funding levels. Coordinate the DES annual budget survey process and support the development of annual budget and subdivision budget allocations to align available resources with program priorities and operational needs. Provide expert budgetary guidance and consultation to program managers and staff regarding fiscal policies, resource allocation, budget planning, and expenditure management, ensuring compliance with state regulations, departmental policies, and sound fiscal management practices.
35%	E	Serve as the Division of Engineering Services (DES) lead coordinator for Out-of-State (OST) travel administration by independently managing the development, review, implementation, and submission of the annual DES OST Blanket. Coordinate and process OST travel requests for DES staff, ensuring compliance with departmental policies, funding requirements, and approval procedures. Draft, edit, and refine travel justifications and supporting documentation to ensure accuracy, completeness, and alignment with business needs and travel policy. Provide expert guidance and policy interpretation on OST travel matters to managers and staff, and serve as the primary liaison with Division Chiefs, Deputy Division Chiefs, Capital Outlay Support programs, and departmental OST executive staff. Research and resolve complex travel-related issues, evaluate fiscal and program impacts, and develop recommendations to facilitate timely travel request approvals and effective administration of DES travel resources.
20%	E	Independently serve as the Resource Manager for assigned subdivisions by analyzing, reviewing, and approving procurement funding requests, verifying budget authority availability, and ensuring compliance with departmental fiscal policies and accounting requirements. Monitor and reconcile procurement encumbrances and expenditures against approved budgets, identify funding issues, and recommend corrective actions to management. Provide fiscal consultation and analytical support to program managers, Division Chiefs, and Deputy Division Chiefs by researching complex budgetary issues, evaluating fiscal impacts, and developing recommendations to support informed decision-making. Develop and administer annual travel budget surveys, travel budget sub-allocations, and Zero-Based Budgeting (ZBB) indirect overhead workload allocation analyses to support effective resource planning and utilization. Process and coordinate budgetary transactions, including expenditure adjustments, allocation changes, unit code requests, and reporting code requests. Perform lapsing fund management, year-end budget closeout activities, and Personal Services (PS) mis-charging analyses to ensure fiscal integrity, maximize resource utilization, and maintain compliance with departmental budgetary requirements.
5%	M	Independently analyze historical expenditure data, spending trends, and program requirements to forecast resource needs and recommend budget allocations for current and future fiscal years. Conduct ad hoc financial research and complex data analyses, and collaborate with management to present findings and develop recommendations addressing budgetary, resource, and fiscal issues.Serve as the backup Resource Manager for branch assignments, providing continuity of fiscal review, approval, certification, and budget oversight functions. Review, analyze, edit, coordinate, and monitor Allocation Change Requests (ACRs), Budget Change Proposals (BCPs), Finance Letters (FLs), and the annual DES Budget Allocation Package. Evaluate the fiscal and programmatic impacts of each request, coordinate with appropriate management and stakeholders, and recommend actions to support accurate, timely, and effective resource allocation.

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[1]ESSENTIAL 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

None, but may act in place of the Branch Chief (Supervisor I) as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The incumbent must have a clear understanding of the principles and practices of finance planning, government budgeting, resource management, budget development, trend analysis, and the general accepted accounting principles. Must have the ability to develop various types and using different methodologies of financial projection and data analysis.
- Most demonstrate the ability to analyze complex budgetary and fiscal matters, and clearly communicate recommendations for effective courses of action. Must also have strong writing and grammatical skills.
- Must demonstrate the ability to perform analytical, problem solving, statistical and data research assignment. Must demonstrate the ability and strong self-motivation to learn and to enhance financial modeling and data mining during the team work environment.
- The incumbent must possess the ability to analyze administrative problems and adopt an effective course of action, reason logically and creatively, consult with and advise management and other interested parties on subject matter within the area of assignment.
- The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving and possesses strong general math and research skills.
- The incumbent must be flexible on teleworking schedule, and familiar with Cisco WebEx, FI$CAL, Microsoft Teams, Adobe Sign, and via remote access VPN network platform under teamwork environment and in a group setting.
- The incumbent must possess professional proficiency in Microsoft Office 365 suite of Excel, Word, and Power Point, with ability to utilize complex formula, function, Pivot, data cleaning and conditional formatting, graphics, and data visualization on data analysis and document processing.
- Ability to demonstrate attention to detail; communicate effectively across diverse stakeholders; be adaptable and flexible to changing priorities and situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and reports to DES management. The incumbent is responsible for the accuracy of all statistical data and all staff analyses performed. Errors could result in budget overruns/under runs that could adversely affect DES funding and available resources. Decisions based on the information provided by the incumbent could directly impact the effectiveness of the division in meeting its goals, objectives, and fiscal constraints.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work and have contact with various departmental staff and management (including the Division Chief level) on sensitive matters pertaining to budget information. The incumbent must be able to treat personnel at all levels within the Department with tact and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Must be able to effectively communicate in English and will be required to make monthly presentations. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, auditing, editing, and report writing. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. Must be able to multitask and regularly respond to state business and departmental emails, Cisco Webex, Microsoft Teams, instant text message, and phone calls during business hours. This position requires the incumbent to be flexible and adaptable to changing policies, teleworking/ in-office setting, rules and regulations as it relates to personnel administration. Must be able to complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain collaborative working relationships with staff as well as other departmental employees and recognize sensitive issues and problems and handle them effective l)' and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adverse circumstances. The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The incumbent must possess the ability to formulate effective strategies consistent with the DES business plan, strategic goal, and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively

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coordinate multiple assignments with concurrent due dates.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In an office setting incumbent must be able to sit and/or stand for long periods of time. Will be exposed to artificial lighting in a climate-controlled area.

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

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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