



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Associate Governmental Program Analyst		
Working Title Associate Governmental Program Analyst	Position Number 696-004-5393-XXX	Effective Date January 1, 2023

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California. The Commission also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs. The Commission is also an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

GENERAL STATEMENT

The Associate Governmental Program Analyst (AGPA), under the direction of the Deputy Director of Administration and Financial Management, performs the more responsible, varied, and complex technical analytical staff services assignments associated with the Administration and Financial Management Office and provides support to Commissioners and Commission staff. The incumbent is expected to consistently exercise initiative, independence, and originality in performing assigned tasks, including but not limited to; procurement, contracting, manual and policy review, and assisting with budgets, resource management, business services, human resources, administration, and coordination and organization of committee meetings.

Specific duties and activities include, but are not necessarily limited to:

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TYPICAL DUTIES

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

30% (E) – Procurement

- Developing, reviewing, analyzing, writing, and processing purchase documents utilizing standardized competitive bid processes; perform market research as needed, analyze, and ensure final departmental review and required control agency approvals are met, and ensure purchases conform to procurement laws, rules, policies, and regulations
- Generate and respond to correspondence regarding procurement documents, processes, and evaluations
- Reviewing procurement purchase requests; research and ensure all procurement files are accurate and in compliance with all applicable guidelines, regulations, and codes
- Tracking budgets and expenditures for each purchase; Process documents in FI\$Cal
- Vendor and procurement management, acquisition documentation (including SAMS, DUNS), procurement manual
- Maintain Commission Cal-Card, process statements, attend required trainings
- CalPIA and OSP purchasing
- SB/DVBE coordination for all acquisitions

25% (E) – Contracting

- Developing, reviewing, analyzing, writing, and processing service contracts utilizing standardized competitive bid processes; perform market research as needed to ensure a qualified pool of potential bidders, analyze, and ensure final departmental review and required control agency approvals are met, and ensure assigned contracts conform to contracting laws, rules, policies, and regulations
- Generate and respond to correspondence regarding contract documents, processes, and evaluations
- Reviewing contract requests; research and ensure all contract files are accurate and in compliance with all applicable guidelines, regulations, and codes
- Tracking budgets and expenditures for each contract; Process documents in FI\$Cal
- Vendor and procurement management, acquisition documentation (including SAMS, DUNS), contract manual
- Federal Government contracts and Interagency contracts

15% (E) – Budgets and Resource Management Functions

- Participate in the development of the Commission's annual budget; prepares required documents to support budget requests; analyzes and develops budget

Associate Governmental Program Analyst – Administration
January 1, 2023

schedules, Budget Revisions, and Budget Change Proposals for inclusion into the Governor's Budget

- Monthly expenditures and projection reports to advise management on trends; assists in the preparation of special budget projects, budget reports and budget drills as required by Executive Staff and/or control agencies

15% (E) – Business Services Functions

- Review web accessibility standards and compliance for the Commission
- Support facilities coordination; records retention; IT coordination as needed

5% (E) – Human Resources Functions

- Complete Request for Personnel Action (RPA) forms, vacancy advertisements (ECOS), justification memoranda, personnel onboarding
- Track training and development
- Timekeeping

5% (M) – Support and participate in the coordination and organization of Committee meetings, or other meetings; ensuring compliance with meeting procedures and the statutory requirements of the Bagley-Keene Open Meeting Act, as applicable

5% (M) – Performs administrative duties; provides back-up for other administrative staff, as needed, and other duties as assigned

¹**E**ssential Functions are the core duties of the position that cannot be reassigned. **M**arginal 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; however, the incumbent may act in a lead capacity.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

DESIRABLE QUALIFICATIONS

- Demonstrated ability to act independently and to practice completed staff work
- Demonstrated ability to be flexible, open-minded, and tactful
- Demonstrated ability to communicate effectively, both orally and in writing
- Demonstrated ability to meet competing deadlines and changing priorities
- Proficient in personal computers, Microsoft Word, Excel, and Outlook
- Familiarity of Microsoft Visio, FI\$Cal Peoplesoft/Hyperion, various Web-based and Virtual Platforms
- Familiarity with Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders. The incumbent will also communicate regularly with other state agencies, the general public, and outside vendors and contractors.

WORK ENVIRONMENT

This position involves teleworking and reporting to the office as needed and/or required. The incumbent is required to comply with telework agreement policies and procedures.

While at their base of operations, the incumbent will work in a climate-controlled office setting of mixed hard-walled and modular furniture design. The primary workspace is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

Travel: Occasional travel to meetings and hearings may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent may be required to sit for long periods of time using a keyboard and video display terminal to review and access information.

Mental: The incumbent must have the ability to multitask, adapt to changes in priority and focus for long periods of time. Must be able to organize and prioritize work assignments.

Emotional: The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charge issues reasonably and diplomatically.

Associate Governmental Program Analyst – Administration
January 1, 2023

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation.

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.

Employee's Name

Employee's Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Supervisor's Signature

Date

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