



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Associate Governmental Program Analyst		
Working Title Associate Governmental Program Analyst	Position Number 696-004-5393-006	Effective Date January 2024

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; business services, resource management, facilities coordination, budgets, manual and policy review, and assisting with procurement and contracts, and human resource.

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

35% (E) – Business Services and Facilities Functions

- Records Retention coordination, maintain files, and logs for storing all Commission records, prepare documents for State archive
- Coordinates staff moves
- Facilities liaison with Caltrans Division of Business Operations (DBO)
- Maintains office equipment
- Serves as Commissions Property Control liaison with Department of General Services (DGS)
- Serves as Safety Officer and emergency evacuation coordinator
- Coordinates with the Caltrans IT department for computers issues, software issues, cell phones, desk phones, and employee equipment
- Acts as the Commissions Agency Telecommunications Representative (ATR)

25% (E) – Resource Management

- Prepares, reviews, and analyzes monthly expenditures reports for personal services (PS) and operating expenses (OE)
- Develops expenditure projections to incorporate into expenditure tracking sheets used to advise management on trends
- Works with DGS accounting staff to reconcile monthly FI\$CAL reports to budget plan
- Monitors monthly encumbrances against authorized contract levels
- Tracks excess leave balance for fiscal impact
- Processes State Compensation Insurance Fund payroll report
- Receive and deposit checks
- Requests MIRS reports to maintain accurate salary data for PS projections

20% (E) – Budgets

- Development of the Commission's annual budget; prepares required documents to support budget requests; analyzes and develops budget schedules, Budget Revisions, and Budget Change Proposals for inclusion into the Governor's Budget
- Work collaboratively and maintain positive working relationships with control agencies such as Department of General Services (DGS) and Department of Finance (DOF)
- Preparation of special budget projects, budget reports and budget drills as required for the Commission and/or control agencies
- Implement, control, and monitor Budget Act appropriations
- Prepare and provide budget analysis information, instruction, and assistance to Commission staff and make recommendations on budget matters

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Associate Governmental Program Analyst – Administration

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- Independently, review and analyze legislation and regulations for fiscal impact
- Provide budget information and technical assistance to Commissioners and Commission staff
- Serves as Commission FI\$Cal super user for budgetary entries into Hyperion

10% (E) – Assists Procurement and Contracts Functions

- Assists with processing procurement documents and requests, reconcile purchases
- Assist with developing contract documents and requests, maintain contract files

5% (E) – Assists Human Resources Functions

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

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

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.

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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, FISCAL 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 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.

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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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