



## **CALIFORNIA TRANSPORTATION COMMISSION**

### **DUTY STATEMENT**

<b>Classification Title:</b> Associate Governmental Program Analyst		
<b>Working Title</b> Associate Governmental Program Analyst	<b>Position Number</b> 696-004-5393-XXX	<b>Effective Date</b> 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 and supervision of the Assistant Deputy Director, will perform a variety of analytical assignments and is expected to work independently on the development, evaluation, and monitoring of policies and procedures for the State's multi-modal transportation system. The incumbent also assists in the evaluation of current and pending issues for Commission action. The incumbent also contributes to the development of program guidelines, policies and procedures; and assists in the coordination of financial, legislative, and environmental matters of the Commission. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. All duties are to be performed in accordance with Commission policies.

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

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January 1, 2023

## **TYPICAL DUTIES**

### **Percentage (Essential Functions (E) / Marginal (M)<sup>1</sup>) – Job Description**

#### **50%(E) – Programming, Allocating, and Tracking Funding**

- Interpreting and adapting statewide guidelines for statewide programming guidelines and/or procedures for Commission administered funding programs.
- Summarizing programming requests, addressing policy issues raised by allocation requests, for presentation at Commission meetings.
- Responding to requests from and interpreting program guidelines for recipient agencies ensuring compliance with program guidelines and state and federal law.
- Reviews and analyzes proposals received from agencies for various programs under the commission's purview.
- Responding to issues raised by regional agencies, Caltrans, or other parties.
- Preparing documents and plans for workshops, meetings, and hearings with stakeholders to gather feedback on program guidelines, policies, procedures, and scoring.
- Analyzes and competitively score programming proposals from agencies.
- Preparing project lists for various programs, as applicable for adoption by the Commission.
- Compiles, analyzes, and displays data related to program composition for distribution to stakeholders.
- Tracks Commission actions relative to Commission administered funding programs.
- Tracks and assists with performance measures relative to Commission administered funding programs.
- Evaluating overall program performance including annual reporting to the Legislature.
- Monitors the progress of program cycles in relation to the timely use of fund policy and identifies potential areas of concerns for management's review.

#### **30% (E) – Performs Technical and Analytical Assignments to Support Commission Programs**

- Researches, gathers, analyzes, and compiles data from state and federal sources to prepare special reports, executive level presentations, correspondence, briefing documents, and spreadsheets requested by management in support of Commission funding programs.

## Associate Governmental Program Analyst – Programming – Limited Term - TIRCP

January 1, 2023

- Gathers, tabulates, and analyzes data from the transpiration programs and creates charts, tables and spreadsheets to present data and identify multi-funded Commission projects.
- Screens and researches programmatic problems, analyzes issues, and makes recommendations as appropriate to the Assistant Deputy Director.

### **10% (E) – Programs Administered by the Commission**

- Analyzing Commission policies on statewide guidelines and/or procedures of the programs.
- Reviewing and preparing comments for Commission consideration in response to legacy programs.
- Participates in planning workgroups and committee that ensure the policies and directions of the Commission are represented.
- Performs research and develops methods to obtain data of Commission programs for the purpose of identifying non-compliance and program improvements.
- Conducts research using obtained data to compare program success and issues identifying areas of non-compliance.
- Develops and evaluates alternative strategies for achieving maximum outreach and compliance from funding recipients.

### **10% (M) – Monitors Legislation impacting Commission Programs**

- Monitors state legislation impacting the Commission and conducts independent research, evaluation, and analysis of policy and advise management of pending legislation.
- Conducts investigations as necessary to develop and implement policies and procedures in support of enacted legislation.
- Analyzes, processes, and prepares complex responses to a variety of correspondence, documents, technical reports, and forms pertaining to Commission programs.

<sup>1</sup>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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January 1, 2023

### **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise.

### **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**

Awareness and sensitivity to social, economic, and environmental conditions which effect the transportation field; ability to work collaboratively with coworkers; ability to effectively work on multiple programs simultaneously and shift priorities to meet deadlines; ability to inspire the confidence of others; strong organizational, time management, decision-making and research skills; ability to work independently and be flexible; knowledge of federal and state regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs and policies.

### **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.

January 1, 2023

### **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: Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also 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 – Programming – Limited Term - TIRCP

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.

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Employee's Name

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Employee's Signature

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Date

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

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Supervisor's Name

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Supervisor's Signature

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Date

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