

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE 42-LEGAL-SACRAMENTO	
WORKING TITLE Contract & Claims Analyst	POSITION NUMBER 701-001-5393-xxx	EFFECTIVE 12/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, and those we serve.

GENERAL STATEMENT:

Under the general direction of the Legal Division Statewide Contract Manager, a Staff Services Manager I, the incumbent is responsible for directing and coordinating the review and processing of statewide damage claims filed with the Victim Compensation and Government Claims Board (VCGCB) and contract management of expert witness contracts, service contracts, and procurement.

TYPICAL DUTIES:

Percentage

Essential (E)/ Job Description

Marginal (M)

35% (E) Acts as the VCGCB claims liaison. Conducts research, analysis, and response to public claims filed against Caltrans to include citation of all applicable laws and rules to state and support department position to VCGCB. Research, develop, and conduct training for district personnel in the Claims Offices. Utilize an internal database to process and monitor claims. Develop solutions and implement actions to correct identified problems in the claims program arising both internally and externally. Functional direction and guidance to district claims office staff and headquarters Legal Division staff on procedures, policies and interpretation of laws and rules regarding damage claims, knowledge of investigative goals, and determinations of the State's liability, if any.

35% (E) Acts as one of the Legal Division contract liaisons (San Diego). Responsible for working with supervisors and attorneys to develop, execute and administer Legal Division contracts for the use of expert witnesses, consultants and various services. Work with Accounting, Division of Procurement and Contracts (DPAC) and Department of General Services (DGS) staff in executing new, extensions, and amendments of contracts. Address contract problems as soon as identified and take appropriate corrective action on nonperforming contracts and agreements including direct contact with the expert witnesses, consultants and various service vendors. Assist in dealing with the Division of Construction staff for the facilitation of expert witness contract coordination for claims arbitrations. Assist in dealing with the Division of Accounting for contract

payment disputes originating either internally or externally by the contractor or the State Controller's Office (SCO). Develop and recommend alternatives to management regarding contractual issues (prioritize use of funds, improprieties, development of evaluation criteria, contract disputes, etc). Utilize the Division's database to process and monitor contracts. Provide monthly reports on expiring contracts to Management.

- 20% (E) Acts as the Legal Division procurement liaison, including IT orders. Responsible for ensuring compliance with the rules, regulations and guidelines. Develop specification sheets as required, contact vendors for bids, screen bids for accuracy, select best bids and prepare purchase requests or make CalCard purchases ensuring all proper charge codes are utilized. Handle any inquiries or challenges from vendor(s) or procurement, monitor timely receipt and proper delivery of all goods and services to requesting individual. Approve and process invoices for equipment and services and prepare monthly report before the 10th of each month for timely submittal to the DPAC's CalCard unit.
- 10% (M) Works in conjunction with the other contract analyst staff to ensure assigned duties are covered during absences and peak periods. Work with management and staff on other duties as required.

SUPERVISION EXERCISED OVER OTHERS

None. The incumbent provides functional direction for an Office Technician who processes all claims. The incumbent is also

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Caltrans' organization, mission, policies, and procedures; statewide Legal Division program goals, objectives, and priorities; State government administrative laws and rules, including, but not limited to, State Contract Manual (Volumes I, II and III), contract administration, policies, and procedures as outlined in the State Administrative Manual.

Ability to: Approach a problem by using a logical, systematic, sequential approach; weigh the costs, benefits, risks, implications, and chances for success, when deciding; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; take charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure decisions are made; delegate responsibility, work with others, and coach them to develop their capabilities; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; take responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; notice trends and develops plans to prepare for opportunities or problems; identify and propose solutions that benefit all parties involved in a situation; develop, maintain, and strengthen

