

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Protest and Dispute Analyst	POSITION NUMBER 702-019-5393-xxx	EFFECTIVE May 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the direction of the Bids, Protest and Dispute Branch Chief in the Division of Procurement and Contracts(DPAC), a Staff Services Manager I, the incumbent exercises a high degree of initiative and independent judgment in performing full journey-level analytical duties. Regular and punctual attendance is required to maintain consistency of services. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

Job Description

35% (E)

California Public Records Requests (CPRA): Ensure all requests are handled in accordance with established CPRA guidelines. Incumbent will research and gather material requested and make sure that the material is delivered in accordance to the timeline dates in the CPRA guidelines. Incumbent will keep files of requests and register all CPRA's in the State database

20% (E)

Claims: Independently investigates, reviews documentation and prepares recommendation regarding allowance or denial of claim requests by corresponding with the contractor/ vendor, claimant, and Caltrans staff. For claims greater than \$10,000, incumbent may represent Caltrans at the Victim Compensation and Government Claims Board hearings. For claims less than \$10,000, the incumbent will provide recommendation and approval at the division level.

15% (E)

Terminations: Independently analyze termination requests and complaints from Caltrans District Offices, Contract Managers and Contract Analysts. Determine the validity of circumstances and evaluate evidence and

substantiation of information. Prepare termination letter for signature by Division management.

- 10% (E) Protests: Independently analyzes requests, prepares documents and recommendations related to bid protests filed by bidders against the award of contracts. This includes the review and analysis of all aspects of the bid solicitation process, the preparation of written briefs and arguments for presentation before hearing officers, the preparation of final decisions for contracts within the authority and jurisdiction of Caltrans.
- 10% (E) Contract Disputes: Resolves disputes between contractors and Caltrans. Investigates validity of circumstances presented and prepares documents to support findings.
- 5% (M) Provide backup to other Analysts. Review drafts to ensure compliance with applicable state and federal laws and state and departmental policies. Provide guidance and advice to customers regarding the Division of Procurement and Contracts process and procedures.
- 5% (M) Performs special assignments as assigned.

SUPERVISION EXERCISED OVER OTHERS:

No direct supervision; however, may act as a lead analyst.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS:

The incumbent serves as a subject matter expert in the area of bid awards, bid protests, claims, contract disputes, and terminations. Incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Incumbent must be familiar with bid protest process and procedures. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contracting Manual, State Administrative Manual, Streets and Highways code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS).

A high level of analytical and interpersonal skill is necessary to interpret and respond to complex legal documents, interpret statutes, regulations, and policies. The incumbent must have the ability to analyze routine problems and recommend an effective course of action. The incumbent must have excellent skills in verbal and written communication, organization, problem solving, and analyses. The incumbent must possess workload management skills to produce quality products and complete assignments on time, and with some degree of independence. The incumbent must

be able to make presentations and competently represent Caltrans. The incumbent must have the capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors or omissions could result in violations of statutory requirements, causing transportation project delay, audit citations, or legal action against the state by private contractors or labor unions. Poor judgment could result in delays in completion of Caltrans' or other agency programs and loss of public trust.

PUBLIC AND INTERNAL CONTACTS:

Interacts regularly with contractors, often in an adversarial environment. The incumbent works individually and in task teams to advise DPAC managers and customers regarding DPAC processes. In addition, the incumbent is in frequent contact with all levels of Caltrans and staff of other state agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent may be required to sit for long periods using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT:

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

May be required to travel or participate in training/outreach activities both in the Districts and in HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 (Please Print)

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 (Please Print)

SUPERVISOR DATE