

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

03-4-147

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE D3 / North Region Division of Engineering Division Support Unit – Unit 0385	
WORKING TITLE Contract Administrator	POSITION NUMBER 903-200-5393-xxx	EFFECTIVE DATE April 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; reporting to work as scheduled; 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, as well as those we serve.

GENERAL STATEMENT:

Under direction of the Chief, North Region - Consultant Services Unit, a Staff Services Manager I, the incumbent performs a variety of complex Architectural and Engineering contract/task order management and budgetary processes for project-related Capital Outlay Support (COS) work for the North Region. The incumbent may also provide administrative support and/or work on special assignments and projects within the Division Support Unit. Regular and punctual attendance is required. Duties include, but are not limited to:

TYPICAL DUTIES:**PERCENTAGE****JOB DESCRIPTION**Essential (E)/Marginal (M)¹

- 45% (E) Prepare and analyze progress estimates and prepare expenditure reports to ensure contract remains within authority. Analyze reports, target dates, and spending trends to ensure all contract authority remains within allocated budget, and complete a carry-over request of funds if necessary. Request and reconcile accounting reports with contract expenditures and encumbrances, identify discrepancies and initiate corrective measures where appropriate. Prepare and analyze monthly divisional reports to ensure the North Region remains within allocated budget for Architectural and Engineering expenditures.
- 30% (E) Analyze invoices to ensure compliance with contract and state requirements. Independently implement administrative corrective action as required to validate proper invoicing in accordance with the contract. Verify all contract paperwork and submit invoices to the Division of Accounting for payment in a timely manner. Provide administrative support and/or work on special assignments and projects within the Division Support Unit.

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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- 20% (E) Analyze cost proposals and review task orders to ensure compliance with current State and Federal laws and regulations. Verify the appropriate use of classifications for the work required, the labor rate, and the overhead and profit percentage.
- 5% (M) Perform labor compliance checking to ensure the enforcement of federal and state labor laws relative to employment on the construction of public works in the areas of prevailing wages, wage determinations, certified payrolls, apprentices and trainees, subcontracting, and adjudication of violations and sanctions.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must have a general knowledge of the accounting, budgeting, and contract procurement and management processes. Must be able to analyze and interpret policies, agreements, and contracts; develop and implement new and revised procedures; maintain accurate records; and take action independently. Must also have the ability to work closely and effectively with others and be able to communicate effectively, both orally and in writing.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The inappropriate use or over-expenditure of allocated resources could establish an illegal obligation and/or expenditure of funds; create problems requiring the need for the Department to make an explanation to the Department of Finance and the State Legislature; and result in delays in providing the public with timely highway improvements.

PUBLIC AND INTERNAL CONTACTS:

The incumbent must effectively communicate both orally and in writing with consultants, local agencies, and functional units in the Region, District and Headquarters.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Incumbent must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

WORK ENVIRONMENT:

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work overtime and vacations may be restricted during expected and/or unexpected peak workload periods.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE