

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	North Region Construction Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Labor Compliance Officer	903-502-5393	

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 a Staff Services Manager I, the journey-level Labor Compliance Officer (LCO) is responsible for resolving the majority of complex issues, performing audits/investigations, and negotiating with various individuals or groups while administering and enforcing labor compliance policy for public works contracts, such as State and Federal highway construction, minor, service, right of way demolition, maintenance, emergency and local assistance projects. May act in a lead capacity.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Performs Source Document Reviews of the Contractor's certified payroll, time card records, tax payments, trust fund statements, payroll ledgers and various supporting records to verify the accuracy of Contractor's compliance and submittals. If non-compliance by the Contractor and/or sub-contractor is found, Labor Compliance Officer (LCO) will take appropriate remedial action scheduling a Home Office Review and preparing a Formal Labor Case for submission to the Headquarters Division of Construction Labor Compliance. LCO analyzes and investigates complaints received from all sources to ensure employees are compensated in accordance with the labor compliance provisions of the contract and received the proper wages for the work they performed that meets the Department of Industrial Relations (DIR) Prevailing Wage Determinations. Works closely with the HQ Labor Compliance Unit and (DIR) to investigate and prepare documentation to substantiate formal labor cases. Provides written documentation outlining labor cases and includes recommendations for penalty assessment and/or wage restitution. May be required to attend and/or testify as a technical witness at administrative hearings.
25% E	Responds to requests from Resident Engineers, Contractors, the general public, all internal and external inquiries regarding the Labor Compliance Program. Reviews certified payrolls, fringe benefit statements, and correspondence. Provides expertise and recommendations to the Resident Engineer with regard to possible deductions due to violations and discrepancies. Monitors the program and makes recommendations to improve existing procedures regarding automation and computerization. In accordance with the Public Records Act and State Labor Code, processes requests from Unions, Labor Management Groups, Contractors and the general public. Prepares monthly reports and correspondence.
10% E	Conducts pre-construction conferences on labor compliance policy for all State and Federally funded contracts to include major, minor, service, right of way demolition, maintenance, emergency and Local Assistance contracts, and advises contractor and other Caltrans staff of the labor compliance, UDBE/DBE/DVBE/SB, Subcontracting and EEO requirements of these contracts. Provides guidance to the Resident Engineer regarding requirements for monitoring contractor's workforce, substitutions, violations of the Subletting and Subcontracting Fair Practices Act, performing EEO Employment Interviews and submitting accurate inspector's diaries.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

5%	E	Assists HQ Business Enterprise Program in conducting UDBE/DBE/DVBE/SB reviews for apparent violations of certification status. Identifies EEO violations and upon completing an investigation, forwards the information to HQ EEO unit for processing. Assists North Region Labor Compliance Manager with preparation of annual and semi-annual EEO reports.
5%	E	Provides assistance and training as necessary for Local Agencies including attending pre-construction conferences and answering questions regarding labor compliance enforcement and providing assistance if violations occur.
5%	E	Serves as labor compliance trainer for junior labor compliance personnel, Local Assistant staff and contract managers throughout the district and/or region.
5%	M	Travel may be required to conduct EEO interviews, Home Office Reviews, Pre-Job Conferences and District Resident Engineer Meetings.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent will not supervise. May act as lead on special projects or over lesser experienced staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Standard Specifications, construction practices and the contract administration process as provided for in the Construction Manual. Knowledge of State and Federal statutes, regulations and administrative interpretations relative to all aspects of contract labor compliance and EEO/UDBE/DBE/DVBE/SB programs. Ability to analyze and interpret specifications, directives and other requirements of contract administration. Ability to conduct complex and sensitive field investigations and make decisions as to the necessity of instituting contract withholdings, assessment of penalties and the requesting of EEO/UDBE/DBE/DVBE/SB reviews by the Department of Business Enterprises. Incumbent must be proficient in the use of computers and computer software applications including (Word, Excel, PowerPoint, Access and Filemaker Pro). Incumbent must also possess excellent organizational skills in order to meet deadlines to ensure timely project delivery. Must possess ability to speak and write clearly and effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to labor compliance and EEO compliance could result in non-conformance with Federal and State laws. Errors could also result in the contractor's workforce not being properly reimbursed for work and properly protected from EEO and Civil Rights violations.

PUBLIC AND INTERNAL CONTACTS

Must be able to establish and maintain an effective working relationship with the public, contractors, contractor's employees, and labor organizations. Telephone or personnel visits to construction offices and projects. Communication with Headquarters and other State and Federal agencies (U.S. Department of Labor, Department of Industrial Relations, etc.) must be developed and maintained. Must be able to respond to inquiries and provide accurate and factual information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to participate in meetings in the district or region. Employees will be required to sit for long periods of time using a keyboard and monitor. Employee must be congenial and tactful when dealing with others while effectively accomplishing tasks. Frequent telephone interaction is common.

WORK ENVIRONMENT

The work is primarily conducted in an office environment with occasional field trips to construction field offices, construction project sites and/or contractor's business offices throughout the North Region. While in the office, employees will work in a climate-controlled office under artificial lighting. Employees will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

I have read, understand and can perform the duties listed above. (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 (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE