

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION North Region Construction | |
| WORKING TITLE A&E Assistant Contract Manager | POSITION NUMBER 903-502-5393- | EFFECTIVE DATE |

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 Chief, NR Construction Resource Manager and A&E Contract Manager (a Staff Services Manager II), incumbent serves as Assistant Contract Manager performing Consultant Services Contract Administration on On-call Architectural and Engineering (A&E) contracts used by North Region Division of Construction. Incumbent prepares, coordinates, and submits A&E Contracts to DPAC for execution.

TYPICAL DUTIES:

| Percentage | Job Description |
|--|--|
| Essential (E)/Marginal (M) ¹ 50% E | <p>Responsible for the development of the Request for Qualification, the scope of work, project lists and geographical limits, work plan cost estimates, and organizing consultant selection committees. Prepares contract task orders that support field construction engineers and resident engineers. Work closely with consultant contract managers and accounting staff to ensure proper budget oversight for all NRC A&E Contracts. Performs labor compliance and limited division of accounting duties including TEC review for contract manager approval.</p> <p>Assist the A&E Contract Manager with management oversight of A&E Consultant Contracts for North Region Construction. Initiates ADM 0360, Service Contract Request for A&E construction contracts. Assists in development of scope of work, Fiscal Year Funding requirements, contract process schedule, workload justification, and project lists and boundaries. Provides administrative and technical support to A&E selections committees. Participate in the negotiation process to include review and verification of prevailing wages requirements, certified payroll data, indirect cost rate proposals and loaded billing rates. Coordinates with Area Construction Engineers to ascertain fiscal year consultant workloads. Reviews and processes requests for cost proposals to the consultant contract manager. Drafts contract task orders ensuring task orders are completed in compliance with A&E Task Order Procedures. Verifies availability of A&E funds to support task orders. Reviews project funding profiles to ensure complete, accurate and funding sources. Verify applicable expenditure authorizations, ensure fiscal year funds availability, and obtain appropriate approval signatures. Reviews consultant personnel requests prior to adding consult staff to cost proposals to ensure employee meets qualification requirements and pay consistency.</p> |
| 45% E | <p>Monitors ongoing task orders, progress reports and tracks and resolves invoice issues. Makes recommendations for resolution to management when necessary. Prepares correspondence, reports, forms, graphs and other documents using various computerized software programs such as Microsoft Office and Excel and FileMaker Pro. Reviews invoices, performs quality control to ensure compliance with the contract provisions and the approved task order including labor compliance and prevailing wage review. Monitors, tracks, and reports contract expenditures to senior management including DBE/UDBE goals data. Maintains worksheets on task orders, consultant assignments, and projected staffing needs. Notifies Accounting and DPAC of contract, contractor problems or disputes when necessary. Advise construction engineers and resident engineers when to direct consultants to begin and stop work on a contract. Review and recommend approval of contract close out at the completion of work, and initiates action to disencumber funds. Provides performance data used to assist in completing annual consultant</p> |

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evaluations. Maintains contract administration files.

5% M

Assists in the administrative functions of the NR Construction Resource Manager Office. Provide administrative support and scheduling assistance to the South Area Construction Manager. Updates NR Construction Database as necessary.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of A&E Contract policies and procedures, procurement and contract administration, and the ability to interpret and implement said policies and procedures. Incumbent must have knowledge and experience in budgeting, forecasting and accounting processes to include Caltrans Travel Policy, Prompt Payment Act, and Prevailing Wage Determination Subsistence Policy for consultants. The incumbent must have a thorough working knowledge of construction principles and techniques. Knowledge of construction activities; construction contract administration; various phases of project development is highly desirable.

Must be able to analyze and interpret policies, agreements, and contracts; develop and implement new and revised procedures; maintain accurate records; prepare written and oral reports and presentation using Microsoft PowerPoint, Excel, Word and FilemakerPro software programs; Must have the ability to work closely and effectively with others; be able to communicate effectively, both orally and in writing. Must be able to work and take action independently without close supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent reviews and analyzes statistical reports to determine the appropriate actions to correct deficiencies. 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. Errors could result in loss of Construction Department credibility, project delays, delivery of substandard construction contracts, and inefficient use of construction resources.

PUBLIC AND INTERNAL CONTACTS

Contact with various levels of District and Headquarters personnel, consultant and contractor personnel and the public both verbally and in writing.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent, when at his/her base office setting, may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the employee's work, he or she must maintain a cooperative working relationship within the working environment, with peers, subordinates, and contractors and their employees. The incumbent is expected to perform duties independently with a minimum of supervision.

WORK ENVIRONMENT

The incumbent, when on construction project sites, will be subject to noise, odors, dust, and possible extreme weather conditions; when working at the base office site, will be subject to a climate controlled environment; artificial lighting, etc.

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.)

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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