

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	07-Estimate Desk	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Contract Payments Administrator	907-502-5393-911	

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 the supervision of a Senior Transportation Engineer, the Associate Governmental Program Analyst (AGPA) in the Estimates Section is responsible for assisting the Senior Transportation Engineer. The AGPA evaluates all documents relating to Contract Payments, reviewing estimates to determine accuracy, calculates and verifies deductions on contract overruns, verifies all documents submitted by Contractor, acts as liaison between offices, headquarters, contractors; monitors payments to contractors, determines priorities and responds to questions and problems relating to Estimate Section, coordinates training and provides estimate related reports.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Evaluates all documents, verify information pertaining to Progress Pay Estimates, After Acceptance Estimates, Proposed Final Estimates, Semi-Final Estimates and Final Estimates; and necessary support documents. Determine accuracy and propriety of various payment documents. Reads Special Provisions for each contract to determine which documents are required, and if deductions are needed for future railroad flagging bills. Calculate and verify proper deductions have been made for Liquidated Damages on contracts that have overruns. Verify all required documents are submitted by the Contractor upon completion. Analyze and interpret Management policies and/or directives, effectively communicating these policies to the Construction Resident Engineer, field personnel, and State Contractors.
10%	E	Acts as the liaison and facilitator between Field Offices, Headquarters Accounting Division, Headquarters Construction Division, and Contractors in review of documents; identifying potential issues, performing verification, and to ensure timely processing of records for payment of Minor Contracts.
10%	E	Ensures data entry completion of contract updates, transactions, contract change orders, extra work bills, and estimate requests for contract payment estimates using personal computers. Updates and maintains District 7 Construction historical file and documentation relating to Construction Contracts and payments to Contractors.
10%	E	Acts as liaison of the electronic extra work bill (iEWB) system between the Construction Field Offices, the Estimate Section, Headquarters Construction Division, and Contractors. Coordinates and tracks Extra Work Bills submitted by the Resident Engineer to ensure prompt and proper payment to the Contractors. Analyze and interpret payment specifications. Approve/disapprove payment by evaluating backup documentation and identifying questionable billings.
10%	E	Monitors progress payments to Construction Contractors to assure timely processing of payments to meet Federal Reimbursement Requirements, and to prevent payment of interest for late payment.
5%	E	Determine priority assigned to all documents. Interpret questions and problems as they relate to the functions of the Estimates Section.
5%	M	Coordinates Estimates-related training to field staff and Contractors at the District Office and/or at Field Office locations.
5%	M	Generates and distributes Estimates-related reports; performs other Estimates-related duties as directed by the Senior Transportation Engineer, Office Chiefs, and/or Deputy District Director.
5%	M	Acts as the liaison and facilitator between the Field Offices and other Branches to assure correct interpretation and implementation of fiscal policies regarding contract funding. Verification, review,

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and/or preparation of reports and memorandum to obtain approval of contract supplemental funds and transfer of fund requests.

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

The Associate Governmental Program Analyst does not provide supervision over others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge and experience equivalent to a minimum of two (2) years at the level of an Assistant Caltrans Administrator or Staff Services Analyst, in the Construction Progress Payment Desk.

Knowledge of, and ability to apply, direction of the Construction Manual.

Knowledge of, ability to apply, procedures in the processing and payment of multi-million dollar Construction Contracts; to include the fiscal policies affecting each contract and how they are most effectively implemented.

Knowledge of payment specifications and requirements. The ability to make fair and equitable decisions in a timely manner. Ability to work independently and perform Estimates-related duties.

Must have good written and verbal skills to communicate effectively.

Ability to obtain and analyze data; give clear and concise directions, make clear and concise written and oral presentations, and deal effectively with others. This position requires independent initiative to meet work commitments and schedules. Must be able to utilize personal computers, and have the ability of inputting data to a mainframe computer. Must be capable of interpreting Management policies, procedures, directives, Standard Specifications, Special Provisions, Construction Manual, local and federal requirements; and accurately determine where, how, and when this information is to be processed for a particular project, as it relates to the District 7 Estimates Section

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decision making, in judgment, or in the processing of payments or other contract administration paperwork, could result in over or under payments, penalties, and expenses associated therewith. In addition, errors by the incumbent could cause delay in project completion and liability for the department.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have daily contact serving as a resource to the Senior Transportation Engineer in the Estimates section, as well as in providing assistance, verification, and information to Caltrans personnel and Contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. He/She may be required to move large of cumbersome plans, documents from one location to another.

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC.

The employee will be required to perform sustain mental activity to write reports, solve problems, and perform calculations, analysis and reasoning.

The employee will be required to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and follow instructions from supervisors on different levels.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be require to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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

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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