

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE		OFFICE/BRANCH/SECTION
Associate Governmental Program Analyst (AGPA)		OBEO, Compliance Branch
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Compliance Analyst	913-088-5393-012	11/01/2014

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 Compliance Branch Manager, Staff Services Manager I, the incumbent is responsible for compliance in accordance with the Code of Federal Regulations (CFR) 13, 23 (Part 230) and 49 (Part 26), United States Department of Transportation (U.S. DOT), Federal Highway Administration (FHWA), Disadvantaged Business Enterprise (DBE) Program guidelines, and the Equal Opportunity Contractor Compliance Program requirements with Federal and state regulations. Specific duties include, but not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	The incumbent will conduct investigative reviews and prepare reports of DBE firms performing on Caltrans projects; conduct investigative reviews and prepare reports on complaints including ineligibility complaints filed for noncompliance with commercially useful function (CUF) stipulations of the DBE regulations; investigate and prepare reports of noncompliant Disabled Veteran Business Enterprise firms to Department of General Services for suspension/debarment where justified. Conduct DBE Program and Title VI Program compliance reviews according to Federal regulations and prepare reports of Caltrans programs, divisions, districts, and outside agencies.
20%	E	Per 49 CFR 28.83, the incumbent will perform DBE certification on-site visit to the offices of firms, many times for multiple applicants during one trip; interview the principal officers of the firm and review their résumés and/or work histories; perform an on-site visit to job sites (may be separate location) if there are such sites on which the firm is working at the time of the eligibility investigation wherever needed in the state or local area; during on-site visit ask and record responses to a series of investigative questions (in excess of 50 questions) to assist certification file analyst to determine ownership and control by applicant; take photographs, label and incorporate them into the final written report, due within three working days of returning from on-site visit assignment.
15%	E	The incumbent will conduct Equal Employment Opportunity (EEO) contractor compliance reviews according to 23 CFR 230 including desk audit, analysis, on-site visits to multiple locations, and final report to FHWA.
15%	E	The incumbent will create and update Compliance Branch monitoring processes and procedures, including the desk manual.
5%	M	The incumbent will develop recommendations for continuous improvement of compliance review methods, processes, and procedures.
5%	M	The incumbent will provide technical assistance to Caltrans employees and respond to inquiries for general information regarding obligations of contractors and subcontractors as described in contract provisions or Federal and state regulations.

<sup>1</sup>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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

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Federal regulations contained in 23 CFR Part 230 and 49 CFR Part 26; Title VI of the Civil Rights Act of 1964; Federal program requirements; state regulations; and Caltrans administrative processes.

### Ability to:

The incumbent will effectively interpret and apply specific laws, rules, regulations, standards, policies, and procedures; evaluate situations accurately and take effective action; reason logically and creatively; assume increasingly complex responsibility; consult and advise on a variety of subject matters; communicate effectively orally and in writing; exhibit good judgment and decision making when evaluating findings; and set priorities and meet deadlines. Effectively apply FHWA standards to meet critical time lines.

The incumbent will maintain cooperative working relationships with all levels of Caltrans staff, private industry, and representatives of other Federal and state agencies.

### Analytical Requirements:

The incumbent will accurately analyze and evaluate records and documentation from a variety of sources; make assessment and determination of compliance; prepare, analyze, and evaluate statistical data for Federal and state reports and make recommendations to management. Perform the more responsible, varied, and complex professional-level analytical work. Utilize analytical techniques to resolve issues and recommend solutions with minimal direction.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment by the incumbent when evaluating and making recommendations of noncompliance could result in litigation, loss of contracting opportunities, and adversely impact the ability of a contractor to continue to operate. There could be a major impact on transportation funding and loss of credibility for Caltrans if compliance obligations are not met in an accurate, comprehensive, and timely manner.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have extensive communication with various internal and external entities, including FHWA, contractors and subcontractors, as well as various Caltrans managers, supervisors, and field staff either orally and/or in writing.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a personal computer or driving a vehicle to a rural location. Sustained mental activity is required for reviewing and evaluating records such as, but not limited to, payroll and census data; develop recommendations, write policies, procedures and reports, problem solving, and analyze complex documents. The incumbent must have the ability to develop and maintain cooperative working relations; recognize emotionally charged issues or problems and respond appropriately in difficult situations; and deal successfully with pressure and intensity and remain optimistic and persistent, even under adversity. The incumbent must be dependable, have the ability to multi-task and adapt to changes in priorities, and complete tasks or projects with short notice.

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### WORK ENVIRONMENT

While in the office, the incumbent will work in a climate-controlled environment where the building temperature may fluctuate and under artificial lighting in an office that is secured to protect the release of any information that may reasonably be construed as confidential business information, including the identity of complainant(s), to any third party without the written consent of the firm that submitted the information. The incumbent will be required to travel statewide by airplane and/or car to conduct reviews and participate as needed in activities such as stakeholder meetings, and may have to work outside the usual hours of the workday in order to carry out reviews. The reviews/meetings may be in an office, construction job site, home-based business, trailer, American Indian reservation, etc., and may be located in heavy populated cities or outdoors in remote locations. The incumbent may be exposed to animals, dirt, noise, heavy equipment, traffic and uneven surfaces, and/or extreme heat or cold.

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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)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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