

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION HQ/Construction/Labor Compliance
WORKING TITLE Labor Compliance Liaison	POSITION NUMBER 913-500-5393-XXX
	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 direction of the Labor Compliance Program Manager, a Staff Services Manager I (SSMI), the Associate Governmental Program Analyst is responsible for providing accurate and timely guidance on Disadvantaged Business Enterprise (DBE), Disabled Veterans Business Enterprise (DVBE), Small Business (SB), Equal Employment Opportunity (EEO), American Disability Act (ADA), and subcontractor substitution practices and issues in the construction program. The incumbent will also perform special studies, develop and write procedures, update the Labor Compliance Manual and Construction Manual, and analyze and recommend solutions to labor compliance and construction-related issues. Develop and implement statewide Labor Compliance program trainings and assist with annual reports and labor compliance wage cases.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹ 40% E	As the subject matter expert, continually monitor and analyze current State and Federal policies, regulations, and practices in addition to proposed legislative changes to advise labor compliance and construction personnel administering construction contracts as to the subcontracting substitution of DBE, DVBE, SB, EEO, and ADA programs during construction. Responsible for interpreting complex laws and regulations for use in developing and writing policies, procedures and updating the statewide Labor Compliance Manual and Construction Manual. Develop, write, and publish the labor compliance newsletter for statewide distribution.
25% E	Develop and assist with presentation of training modules for the DBE, DVBE, SB, EEO, ADA, and labor compliance programs. Develop brochures, posters, and other materials related to labor compliance and construction program activities. Assist in analyzing, identifying, recommending, and implementing process improvements for both headquarters and the districts.
15% E	Assist district personnel with wage violations, investigations, and detailed preparation of wage cases submitted to headquarter labor compliance for approval. Analyze pending legislation for impacts to the labor compliance program. Assist the districts and contractors with implementation of the electronic transmission of certified payroll records.
10% E	Review contractor performance relative to compliance with the California Labor Code. Research the business and professional standing of contracting firms being considered for debarment. Prepare detailed documentary evidence and make recommendations for debarment of contractors. Coordinate with the Department of Industrial Relations (DIR) and Caltrans Legal Division on debarments.

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10%	M	Act as the Division's liaison with internal partners for DBE and EEO issues. Monitor district/region construction accomplishment reports for compliance with applicable State and Federal policies affecting Caltrans. Maintain a professional relationship with Civil Rights and the Federal Highway Administration (FHWA) to facilitate the effectiveness and consistency of the Division's statewide program.
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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

Must be able to interpret and apply State and Federal law relative to DBE, UDBE, DVBE, EEO, SB, and labor compliance including, but not limited to the California Labor Code and Code of California Regulations (CCR) Sections 16000 through 16802 and 17000 through 17270, Copeland Act, Davis Bacon and Related Acts (DBRA), the Work Contract Work Hours and Safety Standards Act (CWHSSA) of 1962, and the False Information Act. The employee must comprehend and apply Caltrans Standard Specifications, Special Provisions, Proposal and Contracts, and the Construction Manual as it applies to DBE, UDBE, DVBE SB, EEO, Subcontractor substitution and labor compliance.

The employee must be able to develop work plans and project schedules, create written, oral and electronic reports utilizing completed staff work for varied assignments dealing with construction and administrative issues. Must be able to resolve complex DBE, EEO, subcontracting, and debarment questions and issues. Recommend to management the debarment of offending contractors based on an analysis of their labor compliance violations. Analyze legislation and determine which office within the Division of Construction is most appropriately assigned subject bill analysis. Analyze various business practices, rules, and regulations to create initial written procedures or develop innovative improvements to existing ones. Must be detail oriented and possess extensive analytical abilities and writing skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make independent decisions on a regular basis related to legislation, subcontractor substitution, DBE, DVBE, SB, EEO, debarment, and labor compliance issues. Must perform completed staff work in a thorough and timely manner. Untimely or inaccurate staff work or poor judgment in responding to information requests, coordinating and tracking bill analyses, analyzing contractor performance or completing other assignments could subject the Department to litigation and/or increased construction costs and delays. In addition, contractor employees and DBE, DVBE, SB subcontractors may suffer from the incumbent's failure to timely and correctly enforce applicable laws, rules, regulations and departmental contract provisions.

PUBLIC AND INTERNAL CONTACTS

Maintain frequent contact with statewide Construction and Labor Compliance staff and other state or local agency representatives in the subject areas of DBE, EEO, subcontractor substitution and debarment. Maintain periodic contact with the staff of the Office of Legislative Affairs and other project delivery legislative coordinators throughout the legislative cycle.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to maintain sustained mental activity needed for analysis and reasoning, auditing and editing, problem solving and report creation and writing. Employee must be able to develop and maintain cooperative working relationships with staff as well as other departmental employees. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. Employee will be required to travel to conduct or attend training.

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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.)

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