

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	OFFICE/BRANCH/SECTION Construction / Labor Compliance	
WORKING TITLE Labor Compliance Associate	POSITION NUMBER 913-500-5393-xxx	EFFECTIVE DATE 10/29/2015

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 Department's expert Labor Compliance Specialist, a Staff Services Manager I, the incumbent functions as a journey-level Labor Compliance Associate who has responsibility for administering the Department's Labor Compliance Program (LCP) by providing guidance and disseminating information to Service/Maintenance Division staff while enforcing contract provisions, Federal and State laws and regulations and resolving complex labor compliance enforcement issues. The position will be headquartered out of Sacramento; however, mandatory travel is required on a regular basis to the statewide district maintenance offices.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
35%	E	Perform source document analysis and review of contractors certified payroll documentation including, but not limited to, time cards, payroll ledgers, trust fund statements, training payments, tax payments and all other supporting documentation. Initiate enforcement action for non-compliance with prevailing wage requirements.
25%	E	Identify the validity of complaints made by workers, unions, labor management groups, or field personnel pertaining to workers' pay, hours and classification. Conduct interviews and investigations to determine the Department's response or action. If required, compiles evidence and submits labor wage cases to the Department of Industrial Relations (DIR) through HQ Labor Compliance. Responsible for tracking the progress of source document reviews and labor wage cases and provides follow up to contract managers and HQ Labor Compliance as needed.
15%	E	Provide technical guidance and support to Service/Maintenance contract managers responsible for reviewing certified payrolls and fringe benefit statements. Provides pre-bid responses to Division of Procurement and Contracts regarding prevailing wage requirements on Service/Maintenance contracts.
15%	E	Prepares for and makes presentations at mandated pre-work meetings including providing current and accurate information, policies, and laws resulting in the avoidance of withholds or penalties for non-compliance of Federal or State labor laws. The incumbent assists in the development and presentation of training sessions to contract managers with regard to the State and Federal laws, the Department's LCP, and their respective responsibilities with regard to prevailing wages, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Disabled Veteran Business Enterprise (DVBE) and subcontracting provisions.
10%	E	Prepare detailed tracking reports of resources spent on Maintenance activities. Assist District Labor Compliance staff with analysis of construction contract labor compliance activities.

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

Exercises no direct supervision.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable with regard to and be able to interpret and apply the California Labor Code and Code of California Regulations (CCR) Sections 16000 through 16802 and 17000 through 17270. Position requires a working familiarity of federal laws including but not limited to the Copeland Act, Davis Bacon and Related Acts (DBRA), the Contract Work Hours and Safety Standards Act (CWHSSA) of 1962, and the False Information Act. Must also be able to interpret and apply the rules and regulations of the U.S. Department of Labor (USDOL), and the California DIR. The position also requires a general knowledge of the federal DBE program and the state DVBE program.

The employee must be able to analyze and resolve complex contract related issues regarding labor compliance. Needs to comprehend the Department's invoicing and payment systems relative to paying for contracted services.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to satisfactorily perform program responsibilities could jeopardize the Department's LCP approval and Federal reimbursement. In addition, failure to investigate complaints and initiate enforcement action in situations of non-compliance could subject the Department to third party lawsuits.

PUBLIC AND INTERNAL CONTACTS

Maintains frequent contact with statewide Labor Compliance staff and contract managers regarding prevailing wages, appeals due process, and the handling of progress payments or invoices. Maintains timely and effective communication with Accounting staff to preserve the "first-in-time, first-in-right" status of LCV withholds. The employee must be especially timely and professional when dealing with contractors, workers, industry representatives, unions, the public, and other government agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to maintain sustained focused mental activity needed for analysis and reasoning, problem solving and report writing. Employee must be able to develop and maintain cooperative working relationships with office staff, other departmental employees and contractors. Employee must recognize and respond appropriately to disgruntled callers, difficult situations and shifts in priorities arising within a dynamic work environment. 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. Frequent travel will be required.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
