STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst (AGPA)	Construction / Labor Compliance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Labor Compliance Associate	913-500-5393-006	05/20/2014

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 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, training and counsel to Maintenance Division staff and contract managers while enforcing contract provisions and federal and state laws and regulations. The incumbent also functions to resolve complex labor compliance enforcement issues and recommends solutions to labor compliance and maintenance-related contract issues through contract audits. 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 high-volume contract audits including source document analysis and review of Maintenance contractors' certified payroll documentation including, but not limited to, contractor employee time cards, payroll ledgers, trust fund statements, training payments, tax payments and all other supporting documentation. Initiate enforcement action for non-compliance based on prevailing wage requirements. Continually monitor and analyze current State and Federal policies, regulations, and practices in addition to proposed legislative changes to advise labor compliance and Maintenance contract managers.
25%	E	Identify the validity of complaints made by workers, unions, labor management groups, or field personnel pertaining to workers' pay hours and classification. Review multiple contractor performance standards relative to compliance with the California Labor Code, develop realistic, measurable goals for compliance. Conduct interviews and investigations to determine the Department's response or action. If required, compile evidence and submit wage cases to the Department of Industrial Relations (DIR) through Headquarters (HQ) Labor Compliance. Responsible for tracking progress of source document reviews and labor wage cases and provides follow up to contract managers and HQ Labor Compliance.
15%	E	Provide technical guidance, training and support to Maintenance contract managers responsible for accuracy of certified payrolls and fringe benefit statements. Provide pre-bid responses to Division of Procurement and Contracts (DPAC) regarding prevailing wage requirements on / Maintenance contracts.
15%	E	Develop and execute presentations at mandated pre-work meetings, responsible for providing current and accurate information, policies, and laws resulting in the avoidance of payment 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 regarding State and Federal laws, the Department's LCP, and their respective responsibilities concerning prevailing wages, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Disabled Veteran Business Enterprise (DVBE) and subcontracting provisions.
10%	E	Establish detailed tracking reports of resources spent on Maintenance activities. Assist District Labor Compliance staff with analysis of construction contract labor compliance activities..

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[1]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

Exercises no direct supervision.

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. Must be detail oriented and possess extensive analytical abilities, strong writing and computer skills (particularly Word, Excel and PowerPoint), and able to handle multiple priority details, while maintaining an overview of simultaneous project management.

The employee must be able to analyze and resolve complex contract related issues regarding labor compliance and prevailing wage laws and be able to develop work plans, project schedules, written, oral and electronic reports utilizing completed staff work for varied assignments dealing with maintenance and administrative issues. The incumbent must possess an understanding of 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 reimbursements. In addition, poor judgment in analyzing contractor performance and prevailing wage issues, monitoring high-volume labor compliance cases or completing other assignments could subject the failure to investigate complaints and initiate enforcement action in situations of non-compliance could subject the Department to third party lawsuits or subject the Department to litigation and/or increased construction costs and delays. In addition, contractor employees and subcontractors may suffer from the incumbent's failure to timely and correct enforcement of applicable laws, rules, regulations and departmental contract provisions.

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 have strong deadline-sensitive strengths and professional skills 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 professionally and 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, with possibility of long-term stays 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.)

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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