STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	54 / Const. / Risk Management & Environmental Complianc	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Insurance Compliance and Monitoring Analyst	913-500-5393-016	07/01/2014

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 general direction of the Supervising Transportation Engineer, Civil, the Associate Governmental Program Analyst performs a variety of tasks in the Division of Construction (Division) related to construction risk and insurance management. The incumbent provides analytical and administrative support to engineers in the development of Caltrans-sponsored insurance and bonding programs for the Division's insurance, bonding and other risk management activities.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Reviews and analyzes insurance policies and documents to ensure adequacy of coverage for construction contracts. Provides support in delivering and monitoring the Caltrans' statewide insurance compliance program. Working in conjunction with Caltrans' risk management consultant, facilitates insurance approvals as needed. Obtains insurance renewal information from contractors and provides support to districts. Provides support in authorizing and preparing pre-approval certificates. Monitors official bonding programs to ensure adequate risk management.
25%	E	Works with various Caltrans divisions such as Legal, Local Assistance, Maintenance, Permits, Accounting, Procurement and Contracts to provide support and resolve insurance and bonding issues. Assist Construction Coordinators and Resident Engineers to enforce insurance and bonding requirements.
20%	E	Provides support to Senior Transportation Engineer with the implementation of the Owner Controlled Insurance Program (OCIP) and Rolling Owner Controlled Insurance Program (ROCIP). Coordinates with district resident engineers and Caltrans' insurance brokers (Caltrans' OCIP/ ROCIP Administrators) and risk management consultant to ensure enrolled contractors are in compliance with OCIP/ROCIP requirements. Provides support in the contractor OCIP/ROCIP enrollment process, including but not limited to collecting and analyzing contractor insurance information, past safety violations, work experience ratings and safety/injury prevention documents. Monitors, reviews and analyzes claims and incurred losses for all OCIP/ROCIP projects.
10%	E	Maintains a system that will store and track insurance documents under Caltrans' insurance compliance system. Provides guidance to the Legal Division in retrieving stored insurance documents as needed.
5%	M	Reviews and prepares analysis of proposed legislation affecting Caltrans' construction traditional contract insurance, OCIP/ROCIP and bonding programs.

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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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: State codes relative to insurance; legislative process; insurance and risk management techniques; current trends in business, insurance and government as it relates to risk management; and claims procedures. Must be able to analyze complex data; interpret legislation; initiate programs for containment of risk; learn effective methods of risk management; and represent management views.

Abilities: The incumbent must be able to effectively analyze problems and take effective course of action; establish and maintain cooperative relationships with those contacted in the course of work; and read, interpret and apply rules, procedures and policies. Must be able to coordinate and communicate, both orally and in writing, with all levels of management and employees in headquarters and districts, and with persons outside the Department. The incumbent must be able to address audiences effectively. She/he must have good administrative abilities including judging work quality and performance.

Analytical Requirements: The incumbent must be able to analyze situations accurately and adopt an effective course of action in the resolution of complex contractual, legal, and indemnification situations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out assigned duties. Incumbent will assist in developing, and making recommendations on changes in policies and procedures. Failure to carry out these responsibilities could result in lack of indemnification capacity for Caltrans and potential litigation that could add substantial cost to essential projects, and loss of public confidence in Caltrans as a responsible public agency. Moreover, as the incumbent will be assisting in executing elements of Caltrans' OCIP, failure to carry out these responsibilities may significant compromise Caltrans' ability to effectively obtain the most efficient potential cost savings resulting from Caltrans' OCIP implementation.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain working relationships with the district management as well as other headquarters' units, and with federal, state, and local agencies regarding Caltrans' insurance and bonding programs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent develops new insights into situations and applies innovative solutions to make organizational improvements. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.

The incumbent creates a work environment that encourages creative thinking and innovation. Develops and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

The incumbent must be able to develop and maintain cooperative working relationships and be able to resolve emotionally charged issues reasonably and diplomatically. The incumbent must behave in a fair and ethical manner toward others.

The incumbent demonstrates a sense of responsibility and commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplished.

The incumbent values cultural diversity and other individual differences in the workforce. Ensures that the organization builds on these differences and that all employees are treated in a fair and equitable manner

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WORK ENVIRONMENT

Infrequent overnight travel, one to two nights at a time, may be necessary for the incumbent to perform the Risk Management Analyst duties.

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