

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE D3/North Region Division of Engineering Consultant Services – Unit 0385	
WORKING TITLE Assistant Contract Manager	POSITION NUMBER 903-200-5157-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 supervision from the Chief, Consultant Services Unit (CSU), a Staff Services Manager I, incumbent in learning capacity assist as the Contract Manager on Architectural and Engineering (A&E) contracts. Incumbent will coordinate and act as a cross-functional specialist on A&E contracts in the Region.

TYPICAL DUTIES:

PERCENTAGE
Essential (E)/Marginal (M)¹

JOB DESCRIPTION

- 35% (E) Under lead guidance and direction, incumbent assist in the analysis and evaluation of the A&E contracts; contract procurement regulations; Scope/Statement of Work developed by the Functional Managers so that it is consistent with approved project scoping documents and project work plans. Assist in analyzing all contract documents to monitor the development and implementation of complex A&E consultant contracts. Incumbent assist in organizing, and coordinating effort among consultants, Project Managers, and Functional Managers to ensure timely delivery of an accurate and complete product. Assist in developing schedules and milestones with the Project Managers and Functional Managers to track the same. Evaluate and provide information concerning the appropriateness of contracting consulting services for various Capital Outlay Support (COS) work efforts within the North Region, working specifically with Divisions of Design & Engineering Services, Construction, Traffic, Planning, and Environmental.
- 25% (E) Under lead guidance and direction, incumbent assist in obtaining all contracting out pre-approvals. Obtain complete, accurate and available funding. Provide complete fiscal data for contract funding. Monitor contract expenditures and authorize invoice payments. Monitor consultant contracts to ensure contractors stay on time and within budget and that all work is complete and acceptable and is in compliance with the contract

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

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provisions.

- 10% (E) Under lead guidance and direction, assist in providing initial draft of Cooperative Agreements. Provide information in developing appropriate language for Cooperative Agreements that are non-standard and are unable to be written according to pre-approved forms. Continually reviews language in Cooperative Agreements as language is altered during the review process to ensure that changes are permissible based on Departmental policies and regulations.

- 10% (E) Under lead guidance and direction, provide clear, concise and detailed scope of work descriptions and estimate of contract costs. Analyze and provide feedback on Requests for Qualification (RFQ) and Statements of Qualification (SOQ). Investigate and verify consultant references. Approve the Caltrans estimate. Conduct contract negotiations with consultants. Develop cost estimates, prepare and issue task orders. Maintain contract file with complete documentation.

- 10% (E) Under lead guidance and direction, acts as liaison with those developing, reviewing and approving Cooperative Agreements prior to sending them for final approval through the Sacramento Cooperative Agreement Unit in the Headquarters Office of State and Local Design. Act as liaison with other internal units to resolve language issues and obtain required approvals.

- 5% (M) Under lead guidance and direction work with the Office of Procurement and Contracts (DPAC) during contract preparation and selection process; request amendment, if necessary; notify DPAC of any contract/contractor problems (dispute) if/when they occur. Implement pre-award audit recommendation, if applicable. Directs consultants to begin and stop work on the contract. Approve contract close out at the completion of work, complete consultant evaluation, and disencumber unused funds.

- 5% (M) Under lead guidance and direction, coordinates with the Chief, Consultant Services Unit on the selection of projects or functions for contracting out. Monitor use of DVBE/DBE subcontractors and/or suppliers. Provide a clear, concise and detailed scope/description of work (Authorize ADM 360). Nominate members for the consultant selection committee. Participate in consultant selection process. Interview and evaluate short listed firms if assigned to the selection committee.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledgeable of environmental concerns, trends, and possible problems that may arise from work being completed by Consultants. Ability to create solutions for any environmental issue and advises consultants of the solutions and any possible consequences that may occur. The incumbent must have the ability to work closely with Project Managers, Functional Managers, and Headquarters units to

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establish a clear scope of work description/statement, which forms the basis for estimating, scheduling, cost control and general consultant and project coordination. The incumbent must have the ability to evaluate and make recommendations concerning the appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts.

The incumbent must have knowledge of the various phases of transportation engineering; the missions, goals, policies and guidelines to be implemented by the Department; contract management; project management, personnel management and supervision; health and safety, and labor relations programs.

The incumbent must have knowledge of current departmental guidelines, the environmental process, preparation of plans and specifications, the contracting out process, federal regulations, and current laws in order to ensure proper State compliance. The incumbent must have the ability to identify and resolve issues to persuasively negotiate agreements with various agencies and parties.

The incumbent must have the knowledge of the use of personal computers (specifically use of Microsoft Word and Microsoft Excel), basic departmental policies with regard to Cooperative Agreements and correspondence procedures.

The incumbent must have the ability to represent Caltrans interest when coordinating with consultants, and understand/evaluate both the performance of consultants and the product they produce. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Failure to properly interpret and ensure compliance with current contract procurement procedures could result in costly disputes with consultants and local agencies, legal actions, and delays in providing the public with timely highway improvements.

PUBLIC AND INTERNAL CONTACTS

Daily interaction with higher and lower levels of personnel in the North Region and in several Headquarters' Division frequently. Contact with internal and external customers and stakeholders including North Region Management, Project Managers/Engineers and Functional Managers, Headquarters Functions and Consultants.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Ability to sit for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.

Incumbent must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent

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action and decision making. Incumbent must maintain effective working relationships with internal and external customers and stakeholders.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. May require employee to work overtime and vacations may be restricted during expected and/or unexpected peak workload periods.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE