

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION 03/North Region Construction	
WORKING TITLE Labor Compliance Specialist	POSITION NUMBER 903-502-5157-	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 the general supervision of the Chief, Labor Compliance Manager, a Staff Services Manager I, incumbent will receive lead direction from the North Region Labor Compliance Officers (NRLCO) and Associate Government Program Analysts. Will assist the NRLCO in conducting source document reviews of contractor/subcontractor payroll records; assist in the preparation of the violation case, check labor case submittals for completeness and accuracy.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
55% E	Will verify contractor/subcontractor payrolls in accordance with current policy to ensure the employees have been paid for the hours worked, at the classification as shown on the State's daily reports. Will verify the contractor's employee is paid at the specified prevailing wage rate as referenced in the contract between the State and the contractor. At the beginning of projects, incumbent will conduct the labor compliance portion of the pre-construction conference, with the Resident Engineer, Contractor and Subcontractors.
25% E	Will assist the NRLCO in conducting source document reviews of contractor/subcontractor payroll records; assist in the preparation of the violation case, check labor case submittals for completeness and accuracy.
10% E	Prepares correspondence to the contractors relating to the missing payrolls and deficiencies noted on submitted payrolls; scheduling source document reviews, assist in the preparation of various required reports. Maintains contractor/subcontractor status based on Assistant Resident Engineers' daily reports to ensure that all payrolls and statement of compliance have been received for all weeks worked on the project; fringe benefit statements have been received, interviews are being taken on the project at the required frequency.
10% M	Will cross check employee interviews with payrolls to verify the employee received the proper wages for the work being performed at the time of the interview. Will check for comments on the interview document and ensures that any problems are noted and brought to the attention of the NRLCO for possible investigation. Verify, on a spot check basis, that Extra Work Billings are being reviewed at the field level. Reviews hours and payment of extra work to match certified payroll and the Assistant Engineers' daily reports. Conflicting information will be brought to the NRLCO's attention.

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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must develop or possess a thorough knowledge of and be able to interpret State and Federal statutes and regulations pertaining to wages, crafts, classifications, working conditions, apprenticeship standards, and EEO programs as they apply to the Department's construction, maintenance, and service contracts. He/she must be knowledgeable in construction/maintenance work terminology, principled interviewing techniques, and rules of evidence. Must have the ability to work closely and communicate efficiently with others.

ADA Notice

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Incumbent must understand and interpret complex procedures, new laws or regulations, analyze and solve difficult and varied labor law issues; evaluate situations, facts and conflicting evidence and arrive at sound conclusions. Must be able to perform thorough and complete staff work and develop or modify existing procedures to meet current program needs. Must have knowledge on the proper use of grammar, punctuation, Modern English and math.

Incumbent must have the ability to establish and maintain records, prepare draft reports and check correspondence for information needed. Must demonstrate an interest in and aptitude for the work and have the ability to learn rapidly and make satisfactory progress in a prescribed training program. The incumbent must be able to work cooperatively with all levels within the Department, and individuals from other state agencies, contractors and labor management representatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to Labor compliance and Equal Employment Opportunity Law compliance may result in the North Region being in non-compliance with Federal and State laws. Errors could prove to be costly to the State.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to establish and maintain friendly and cooperative relations with those contacted in the course of the working environment. Must be able to respond to inquires and provide accurate and factual information to issues brought to their attention.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees will at times be required to drive to various locations throughout North Region Construction to conduct pre-job meetings, source document reviews and various other meetings. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the employee's work, must maintain a cooperative working relationship within the environment, with peers, subordinates, contractors and their employees.

WORK ENVIRONMENT

While working at the base office site, incumbent will work in a climate controlled environment under artificial lighting. Will be required at times to drive to various sites within the North Region to attend or conduct meetings or source document reviews.

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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