

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION CR Program/Project Management – Consultant Services	
WORKING TITLE Program/Contract Manager Assistant	POSITION NUMBER 906-100-5157-XXX	EFFECTIVE DATE

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 supervision of a Consultant Services Contract Manager (a Staff Services Manager I), the incumbent is responsible for the review and monitoring of financial contract data related to Consultant Contractors performing architectural and engineering services for the State Highway Projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Review consultant contract invoices for completeness and compliance with Caltrans policies and procedures. Review and prepare District funding to pay for consultant invoices by submitting encumbrance documents to HQ Accounting. Submit consultant invoices with Receiving Records for payment to HQ Accounts Payable in a timely manner. Input invoice information into contract database. Generate, review and analyze various contract financial reports from database. Identify any discrepancies and initiate corrective measures where appropriate. Provide reports to Consultant Services Program Manager and functional units as requested.
30%	E	Analyze and compare contract cost proposals and task order cost estimates from Caltrans functional units and Consultants to ensure compliance with current State and Federal laws and regulations. Reconcile financial data provided to HQ in the form of Receiving Records and invoices to the appropriate EFIS expenditure reports for the Consultant Services (A&E) Contracting-Out Program within the Central Region (District 5, 6, 9, and 10). Compare the expenditures against contract and task order maximums to prevent overage. Provide complete and accurate reports, target dates and spending trends to Consultant Services Contract Managers to ensure all contract authority remains within allocated budget. Compile requested data reports from spreadsheets and the Central Region Contract Access database for management use.
15%	E	Review, process and maintain consultant contract invoices and files to ensure compliance with state requirements. Perform labor compliance checking to ensure the enforcement of federal and state labor laws relative to employment on the construction of public works in the area of prevailing wages, wage determinations, certified payrolls, apprentices and trainees, and subcontracting.
5%	M	Responsible for reporting current financial information on Central Region consultant contracts to HQ Project Management utilizing the "Capital Outlay Support Tracking Report" spreadsheet.

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

None.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must possess a sufficient level of accounting skills to enable them to provide an accurate review of the financial aspects of consultant contracts. Must possess an understanding of computers and spreadsheets sufficient to produce the needed monitoring tools. Must be able to organize/arrange data to produce accurate and acceptable work products without repetitious direction. Must be able to work effectively in an engineering oriented work environment.

Incumbent must be able to interpret contractual requirements, policies, standards, statutes, and manual guidance and exercise sound judgment in the review of invoices and preparation of receiving records and other financial monitoring activities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to accurately monitor the expenditure of State funds on contracts could lead to an inappropriate payment being made to the consultant. Failure to prepare technically accurate specifications for contractor performance will require further expenditure of public funds.

PUBLIC AND INTERNAL CONTACTS

This position will involve contacts with the Accounting Staff for Consultants, District and ASC Headquarters staff in carrying out his/her principal duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal, which may include viewing small font types for extended periods. Employee may be required to transport a laptop computer and portable printer while on field visits.

Must be able to develop and maintain cooperative working relationships and conduct oneself in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to internal and external customers.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. Incumbent may also be required to travel and occasionally may be exposed to a variety of altering weather conditions (extreme cold or hot weather).

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