

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION Central Region Construction 500	
WORKING TITLE Assistant Labor Compliance Officer	POSITION NUMBER 906-500-5157-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 Staff Service Manager I, the incumbent assists the Labor Compliance Manager in contract administration and the enforcement of State and Federal Labor Laws, statutes, and regulations pertaining to prevailing wages.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Review and verify contractor and 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. Verify the contractor's employee is paid at the specified prevailing wage rate as referenced in the contract between the State and the contractor. Work with private contractors, Resident Engineers and their staff, and other branches at both the District and Headquarters to provide a coordination of effort in processing estimates, payments and other documents that are handled by the Construction Field Office.
		Review and reconcile employee interviews with payrolls to verify the employee received the proper wages for the work being performed at the time of the interview. Examine comments on the interview document and ensures that problems are noted and reported to the Labor Compliance Officer for possible investigation. Periodically verifies 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. Report conflicting information to the Labor Compliance Officer's attention.
35%	E	Prepares correspondence to the contractors relating to the missing payrolls and deficiencies noted on submitted payrolls. Schedules source document reviews and assist in the preparation of various required reports. Maintains contractor and 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%	E	Presents State and Federal rules and regulations related to the State Contract at the Pre-Construction conference. Provide assistance on State and Federal rules and regulations to the Local Agencies as well as other departments within the Central Region. Assists the resident engineer with Disadvantage Business Enterprise/Disadvantage Veterans Business Enterprise substitutions and documenting Good Faith Efforts.
10%	E	Assists Labor Compliance Officer with Source Document Audits. Conduct less complex audits (Source Document Audits) of the contractor and subcontractors payrolls, time cards, and trust fund payments etc. at the contractor and subcontractors office to verify the validity of the certified payrolls and fringe benefit statements previously submitted.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

5%	M	Conducts field interviews with the contractor or subcontractors staff to ensure compliance with Labor Code, FHWA regulations and the State Contract. Verify the proper placement of the required on-site job posters and required State and Federal wage rates.
----	---	---

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 of contract administration paperwork and documentation. Knowledge of the Construction Manual.

Must be able to effectively communicate in both verbal and written form. Must be able to use and understand computers. Ability to read and write English at a level required for successful job performance. Must be able to determine the priority to be given all documents, interpret problems and questions as they relate to the functions of the Labor Compliance Department. Ability to analyze and interpret management policies and/or directives.

Ability to understand and interpret complex procedures, administrative communications and laws or regulations. Must be able to gather, analyze and disseminate information verbally or in report form. Must be able to evaluate situations, facts and conflicting evidence and arrive at sound conclusions.

Working knowledge of State and Federal labor compliance and must remain current on rules, policies and procedures of the Department. Must have the ability to reason logically and use analytical skills to solve problems. Must be able to analyze situations and make sound judgment. Must possess ability to speak and write clearly and effectively, and to deal tactfully in sensitive and stressful situations. Must possess personal computer skills.

Must be able to work effectively with others as a team member. Must be able to meet deadlines. Must be able to project competence and integrity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Job duties will consist of making decisions in areas in which there may not be a clear-cut policy. Failure to understand and to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional, and could result in excessive construction contract claims. An error in decision, judgment, or the processing of estimates or other contract administration paperwork would result in errors in payment to contractors and/or providers of service under contract with the Department. Reasonable doubt of contractor compliance is dependent on thorough audit or investigatory procedures. Improper sanctions, inappropriate penalty assessments or an error in judgment resulting in retention of money could expose the Department to legal problems. Failure to enforce the State Labor Code or Federal Labor Standard Laws could jeopardize federal participation funds to the Department.

PUBLIC AND INTERNAL CONTACTS

Contact with Department staff, technical and professional level staff of outside agencies, management, labor law representatives, union representatives, contractor's personnel and members of the public regarding construction projects. Has frequent contact with private contractors, Resident Engineers and their staff, and other branches at both the District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be frequent. Must be able to transport variety of objects that are less or equal to 25 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and video display terminal. Occasional twisting of neck and waist.

WORK ENVIRONMENT

While at the office employees will normally work in a climate-controlled office under artificial light. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Travel may be required.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

Vacations may be restricted during peak times. Overtime and flexible hours may be required. Use of computers and other office equipment is required. Job may have exposure to chemicals, equipment, machinery, heat, cold, dust, outdoor conditions, indoor conditions, and humidity. May have exposure to high decibels of noise. Hard hat, safety vest, and appropriate safety equipment must be worn at all times in the field, no exceptions. Incumbent will have exposure to high volumes of paperwork, filing, and data entry.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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