

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

|                                                |                                       |                |
|------------------------------------------------|---------------------------------------|----------------|
| CLASSIFICATION TITLE<br>Staff Services Analyst | OFFICE/BRANCH/SECTION<br>Construction |                |
| WORKING TITLE<br>LABOR COMPLIANCE ANALYST      | POSITION NUMBER<br>907-501-5157-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 direct supervision of a Staff Service Manager I, the Staff Services Analyst assists the Labor Compliance Manager in contract administration and the enforcement of State and Federal Labor Laws, statutes, and regulations pertaining to prevailing wages.

- 45% E Audits 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. 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 Labor Compliance Officer for possible investigation. Verify wage rates as requested from Resident Engineer that Extra Work Bills are being invoiced appropriately. Reviews hours and payment of extra work to match certified payroll and the Assistant Engineers' daily reports. Reviews contractor's payroll documents for employees listed as an apprentice and/or trainee and ensure they are registered as required, ensure number of hours worked in order to ensure compliance with the bid specifications as approved by the U.S. Department of Labor and the Division of Apprenticeship Standards. Reports any irregularities to the District Labor Compliance Officer.
- 35% 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, Statements of Compliance, Fringe Benefit Statements have been received for all weeks worked on the project. Ensure interviews are being taken on the project as required. Assist the Labor Compliance Officer (AGPA) with the investigative process of preparing labor cases by gathering pertinent data from the Contractor's payrolls and the inspector's diaries and compiling a spreadsheet to be presented to the Labor Commissioner's Office with the recommendation that a labor case be processed. Records daily activities for history on contractors that are in noncompliance of State and/or Federal regulations. Researches, analyzes, and interprets laws and regulations for the Resident Engineer or Contractor to respond to questions and issues with their contract regarding Federal and State funded projects in relation to the Labor Compliance requirements.
- 10% M Presents State and Federal rules and regulations as they pertain to the State Contract at the Pre-Construction conference. Provide technical assistance to the Local Agencies as well as other divisions within Los Angeles County. Assisting the resident engineer with Disadvantage Business Enterprise/Disadvantage Veterans Business Enterprise substitutions and documenting Good Faith Efforts. Conducts contractor employee field interviews and/or send out employee inquiry letters in lieu of field interviews in collaboration with the resident engineer to determine if the employee/

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## TYPICAL DUTIES:

| Percentage |                                         | Job Description                                                                                                                                                                                     |
|------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Essential (E)/Marginal (M) <sup>1</sup> | interviewee is receiving the legally required prevailing wage.                                                                                                                                      |
| 10%        | M                                       | Assists Labor Compliance Officer (AGPA), with Source Document Audits. Completes and processes requests from outside entities for certified payroll documents as required. Other duties as assigned. |

<sup>1</sup>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 all applicable State and Federal statutes and regulations pertaining to wages, crafts, classifications, working conditions, and apprenticeship standards as they apply to public works contracts.

Knowledge and practice of safety requirements and practices.

Knowledge of various administrative processes, procedures, practices, organizational operational monitoring/tracking, and status reporting.

Working knowledge of the Standard Specifications, Special Provisions and the Construction manual related to prevailing wage, DVBE, and DBE requirements

Ability to communicate effectively both verbally and in writing

Ability to perform various administrative functions simultaneously.

Ability to travel throughout the district, which at times may require overnight stays.

Ability to perform various administrative functions simultaneously.

Ability to establish and maintain friendly and cooperative relations with those contacted in the course of work.

Ability to operate office equipment; i.e., computers, telephone, fax, scanner and copier machines.

Ability to comprehend and analyze payroll documents and recognize deficiencies as they arise and develop workable, effective solutions.

Ability to perform a variety of tasks on a priority basis.

Ability to be a team player and meet deadlines

Ability to develop alternative solutions and strategies to deal with issues and problems.

Ability 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 read and write English at a level required for successful job performance.

Ability to evaluate work methods and traffic conditions, both before and during the work, to assure safety.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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.

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

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could lead to adverse action and possible termination.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, management, labor law representatives, union representatives, contractor's personnel and members of the public regarding construction projects. Frequent contact with contractors, Resident Engineers and field staff, and other branches at both the District and Headquarters is required.

Effective communication is essential in order to provide coordination of effort in processing estimates, payments and other documents that are handled by the Construction Field Office. Must be able to project competence and integrity.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. 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. Occasional twisting of neck and waist. Must be able to travel to various field locations and may be required to move across uneven surfaces to conduct business.

Mental: Incumbent must have the ability to sustain mental activity to write reports, problem solve, analyze and gather facts, and take the initiative to effectuate corrective action.

Emotional: Incumbent must have the ability to maintain emotional control during conflicts with contractors and/or coworkers; must be able to develop and maintain cooperative working relationships and respond appropriately to difficult situations; recognize emotionally charged issues or problems, and perform appropriately.

**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; a valid California Drivers License is required. 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.

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)

Denise Barrios

SUPERVISOR (Signature)

DATE