

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES ANALYST	OFFICE/BRANCH/SECTION DISTRICT 12 PROJECT DELIVERY
WORKING TITLE ASSISTANT LABOR COMPLIANCE OFFICER	POSITION NUMBER 912-501-5157-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 the general supervision of the Branch Chief in Construction, a Staff Services Manager I, the Labor Compliance Officer assists the Labor Compliance Officer (LCO) in the enforcement of State and Federal Labor Laws, statutes and regulations pertaining to the payment of prevailing wages. Assists the LCO with contract interpretation, audits certified payrolls, fringe benefit statements, using Federal and State prevailing wages. Works cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Assists the Labor Compliance Officer and the Resident Engineer with contract Interpretation, review and enforcement of of Labor Laws; Audits, labor compliance records for Labor Code requirements, including certified payrolls, fringe benefit statements, apprenticeship agreements, list of subcontractors and subcontracting request forms. Maintains weekly posting sheets and recommends estimate deductions for violations. Responds to inquiries and/or complaints from contractor's employees and Resident Engineers regarding possible wage violations. This includes additional review and study of certified payrolls.
25%	E	Assists the Labor Compliance Officer in the Investigation of possible labor compliance violation cases, including employee interviews by phone or in person, travel to contractors office for conduct of source document reviews. Works with Contractors for restitution of wages due. Determines and process deductions. Responds to inquiries from various State Agencies and outside entities for information on wage determinations. This includes additional review and study of certified payrolls.
25%	E	Participates in Pre-Bid, Pre-Award, and Pre-Construction conferences. Responds to requests for payroll records from unions and labor management organizations. Prepares documents for unions in compliance with Labor Code and California Code of Regulations. Assists the District Labor Compliance Officer with source document reviews at the contractor's office. Will prepare all forms and documents to refer labor wage cases to Headquarters Labor Compliance Office. Travels to D12 Construction Offices for review of engineers daily reports and presents contractors with information relating to Labor Compliance. Reviews and submits appropriate data regarding DVBE/ DBE requirements and/or the subletting and Subcontracting Fair Practices Act to the District Labor Compliance Officer.
10%	E	Will Assist the District Labor Compliance Officer with training to field office staff and local agencies on labor compliance requirements. Provides technical assistance to Local Agencies. Provides oversight of apprenticeship programs compiles federally mandated reports.
5%	M	Responsible for receipt, posting, and maintenance of Labor Compliance files and database. Performs Audits on Certified Payrolls for the Labor Compliance Unit.

**ADA Notice**

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5%	M	Responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality. Must adhere to customer service standards set by his/her unit and provide high quality service to both internal and external customers
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<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No formal supervision will be performed.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the Departmental organization and its functional units in order to perform his/her duties and work under pressure to meet production deadlines. He or she must be able to speak and write effectively, evaluate situations accurately and take effective action; deal tactfully with the public and fellow employees on sensitive and controversial matters; work constructively with others in a team environment. He or she must have the working knowledge of Mainframes and Personal Computer software, such as Word for Windows, Lotus, Excel, etc., as well as modern office methods, supplies, and equipment.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Duties must be performed in an accurate, organized, and timely manner. Failure to do so may result in financial loss to the State, and State Contractors. Incumbent must use sound judgment in setting job priorities. Must be able to set priorities with the work schedule, as poor judgment would hamper work flow resulting in loss of time, work delays and embarrassment to the department.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with office and field staff in the Division of Project Delivery, other functional units within the District and HQ, and external contractors or vendors. He or She will have a daily contact with employees of all levels within the organization and throughout the State and Local Agencies. Contacts are also made with the public. Must adhere to customer service standards set by the incumbents unit and provide high quality service to both internal and external customers.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display.  
He/She may be required to work for long periods of time at a keyboard and video display terminal. He/She may be required to drive and operate a vehicle in a safe manner for State Business.  
Incumbent must be able to concentrate, analyze the situation and respond appropriately in difficult, emotionally charged and or sensitive situations. Must be able to assess situations, identify problems, formulate solutions, and prioritize tasks. Must be able to develop and maintain cooperative work relationships and conduct all work related relationships in a professional manner.

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### WORK ENVIRONMENT

The work is primarily conducted in an office environment with occasional field trips to construction field offices, construction project sites and /or contractor's business offices. While in the office employees will work in a climate-controlled office under artificial lighting. Employees will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and /or extreme heat or cold.

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.)

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EMPLOYEE (Print)

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# POSITION DUTY STATEMENT

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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