

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>STAFF SERVICES ANALYST</b>	OFFICE/BRANCH/SECTION <b>DISTRICT 12 PROJECT DELIVERY</b>	
WORKING TITLE <b>LABOR COMPLIANCE/CONSTRUCTION ADMIN</b>	POSITION NUMBER	EFFECTIVE DATE <b>4/1/2015</b>

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 Staff Services Analyst assists in various Construction functions, the Labor Compliance Officer n and the enforcement of State and Federal Laws, statutes and regulations pertaining to the payment of prevailing wages. The Staff Services Analyst will also assist the project delivery construction administration in the tracking of account usage for Resident Engineer funding, Cozeleep and utilities and will assist the Estimates Desk payment Officer in monitoring the progress payments to construction contractors. Works cooperatively with team members and supervisors to identify innovations that will increase productivity reduce cost and maintain or improve quality.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup> 30% E	Reviews for labor code requirements, labor compliance records, including certified payrolls, fringe benefit statements, apprenticeship agreements, list of subcontractors and subcontracting request forms. Maintains weekly posting sheets and recommends estimate deductions. 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. 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 applicable to refer labor case to Headquarters Labor Compliance Office reviews and submits appropriate data regarding Disabled Veterans Business Enterprise/ Disadvantaged Business Enterprise (DVBE/DBE) requirements and/or the Subletting and Subcontracting Fair Practices Act to the District Labor Compliance Officer. This position will also be assigned to assist the Estimates Desk Payment Officer in monitoring progress payments to Construction Contractors to ensure timely processing of payments to meet Federal Reimbursement requirements and to prevent payment of interest for late payments. Assists the Estimates Officer in calculating and verifying that all required documents are submitted by the contractor upon completion. Assists in entering payment/estimates data into the Construction Claims information System (CCIS database) to maintain current project status as well as Proposed Final Estimate (PFE) response information from contractors.
30% E	Reviews accounts for expenditures, availability of funds and resources. Tracks account usage gathers , tabulates and track data for vendor and construction project expenditures, provides status of funds, charges and provides alternative recommendations to the supervisor, and processes necessary notices to staff. Reviews and process charges and/or reverse charges for project or overhead accounts and tracking expenditures. Assists and Monitors in the administration of construction expenditures including working with the Budget Department in assuring construction expenditures are maintained within budget allocation. Analyze and Track Resident Engineer Office funds, projections for future procurement needs of construction administration, field offices and project delivery. Prepares status reports for Supervisors.

**ADA Notice**

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- 25% E Provide field support for ordering of office supplies, equipment, manuals and other documents utilizing credit card (CPO) purchase orders, RQS and using EFIS system. Seek and prepare bids to meet established Caltrans guidelines. Provides support for Estimates Desk and Division mail functions and assists in the distribution of payroll checks, ticket validations and process Travel expenses and Travel advances.
- 10% M Responsible for receipt, posting, and maintenance of Labor Compliance files and database. Performs Audits on Certified Payrolls for the Labor Compliance Unit.
- 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

<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-

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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.)

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