

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION D8-Construction-Labor Compliance	
WORKING TITLE Junior Labor Compliance Analyst	POSITION NUMBER 908-500-5157-911	REVISION DATE 06/26/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direct supervision of a Staff Services Manager I, the Staff Services Analyst (SSA) assists the Labor Compliance Manager and journey-level Associate Governmental Program Analyst (AGPA) in contract administration and the enforcement of contract provisions. The SSA is responsible for administering the Department's Labor Compliance Program (LCP) by enforcing contract provisions, Federal and State Labor laws and regulations pertaining to prevailing wages on public work contracts. The incumbent will also perform duties related to the support of the District's Labor Compliance Unit. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8 which includes and San Bernardino and Riverside Counties. A valid driver's license is required when operating state vehicles.

**CORE COMPETENCIES:**

As a Staff Services Analyst (Gen), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Integrity, Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity, Pride)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	<p>Analyze contractor/subcontractor payrolls in accordance with current policy to ensure the employees have been paid for the hours worked, at the classification appropriate for work performed on Caltrans contracts. Verify the contractor's employee is paid the specified prevailing wage rate as referenced in the contract between the State and the contractor. Research multiple laws, contractual documents and regulations including but not limited to: California Labor Code (LC), Federal Davis-Bacon Act, California Code of Regulations (CCR), Code of Federal Regulations (CFR), Public Contract Code (PCC), Military &amp; Veterans Code, Standard Specifications, Special Provisions, Wage Determinations, Scope of Work, Travel Provisions, Holiday etc. to appropriately enforce the prevailing wage requirements confirming employees are compensated appropriately based on the work performed on the job site. Cross check confidential employee interviews with certified payroll documents to confirm the employee received the proper wages for the work being performed at the time of the interview. Reviews employee interviews for comments and ensures that any problems are noted and brought to the attention of the Labor Compliance Manager and/or journey-level Labor Compliance Analyst (AGPA) for possible investigation. Communicate applicable wage rates to the Resident Engineer as requested so they can verify that Extra Work Bills are being invoiced appropriately. Review hours and payment of extra work to match certified payroll and the Assistant Engineers' daily reports as requested. Review contractor's confidential certified 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 required by the U.S. Department of Labor and the Division of Apprenticeship Standards. Report any irregularities to the District Labor Compliance Manager.</p>
25%	E	<p>Assist in generating withhold notices to contractors relating to delinquent/inadequate or discrepant certified payroll documents; schedule source document reviews, assist in the preparation of various required reports. Maintain contractor/subcontractor status based on Assistant Resident Engineers' daily reports to ensure that all certified payrolls, Statements of Compliance, Fringe Benefit Statements have been received for all weeks worked on the project. Ensure Resident Engineers are conducting interviews on all projects at the required frequency. Record daily activities for history on contractors that are in noncompliance of State and/or Federal laws or regulations. Research, analyze, and interpret 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. Request special wage determinations from the US Department of Labor and the CA Division of Labor Statistics and Research. Provide technical assistance to the Local Agencies as well as other divisions within San Bernardino/Riverside counties.</p>
20%	E	<p>Assist the journey-level Labor Compliance Analyst (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. Assists the journey-level Labor Compliance Analyst (AGPA) with Source Document Audits. Conduct less complex Source Document Reviews of the contractor and subcontractors payrolls, time cards, and trust fund payments etc. at the contractor and subcontractors office or in home office to verify the validity of the certified payroll records, fringe benefit statements, canceled checks, etc. previously submitted. Assist the journey-level Labor Compliance Analyst (AGPA) in providing supporting evidence to guide to the Resident Engineer with Disadvantage Business Enterprise/Disadvantage Veterans Business Enterprise substitutions and inquiries related to the Subletting and Subcontracting Fair Practices Act. Reports any preliminary findings to the journey-level AGPA and/or District Labor Compliance Manager. Assist in gathering pertinent documents and applicable references for the journey-level AGPA and/or District Labor Compliance Manager in preparation for conducting Labor Compliance informal workshops for internal and external customers in addition to other Division Contract Managers and/or field staff on laws, regulations, specifications provisions, policy and procedures pertaining to the Labor Compliance Program. Assist in receipt, logging, and maintenance of the confidential Labor Compliance contract files in our physical secure location, inventory log and labor compliance database. Review contractors Federal Trainee Plans and report findings to the District Labor Compliance Manager that may require administrative deductions for non-compliance.</p>

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10%	E	Prepare the Labor Compliance Checklist to present during pre-construction meetings as required, maintaining hard and electronic file folders. Participates in pre-construction meetings and represents the Labor Compliance Program. Works closely with contractor personnel as liaison for Labor Compliance issues. May assist other unit members in the following: research of various wage related issues; organizing and storing of closed contract files; updates of various logs pertaining to labor compliance; fulfill requests from the public made in accordance with the California Public Records Act including the redaction of documents; prepare time sensitive documents to be mailed via certified or overnight mail. May assist in the preparation of the following reports: monthly Restitution at District Level (RDL) for headquarters, semi-annual Federal Highway Administration (FHWA), annual Equal Employment Opportunity (EEO) as well as other miscellaneous reports as required by the Department and/or Labor Compliance Program.
5%	M	In collaboration with the Resident Engineer, conduct contractor employee field interviews and/or send out employee inquiry letters in lieu of field interviews to determine if the employee/interviewee is receiving the legally required prevailing wage. Verify the proper placement of the required on-site job posters and required State and Federal wage rates. Responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce costs and maintain or improve quality.

<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 contract administration paperwork and documentation and the Construction Manual.

Working knowledge of State and Federal labor compliance and must remain current on rules, policies and procedures of the Department. Ability to understand and interpret complex procedures, administrative communications and laws or regulations. Must have the ability to reason logically and use analytical skills to solve problems. Must be able to analyze and evaluate situations, facts and conflicting evidence and arrive at sound conclusions. Must be able to gather, analyze and disseminate information verbally or in report form. Incumbent must possess excellent organization skills in order to meet deadlines. 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 Unit.

Requires the ability to perform difficult clerical work, including the ability to spell correctly, operate various office machines, follow oral and written instructions, ability to speak and write clearly and effectively, and deal tactfully in sensitive and stressful situations. Must possess personal computer skills. Must be able to establish and maintain an effective working relationship with the public, contractors, contractor's employees and labor organizations as a team member. Must be able to respond to inquiries and provide accurate and factual information. Must be able to project competence and integrity.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Failure to understand and incorporate appropriate standards, requirements and policies into work product may result in costly unnecessary resources, and could result in excessive construction contract claims. An error in decision, or the processing of deductions or other contract administration paperwork could 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 ramifications.

Failure for the Department to effectively monitor and enforce the State Labor Code and/or Federal Labor Standard Laws on all public works contracts may jeopardize the "Approved" status currently assigned by the Department of Industrial Relations. In addition, failure to effectively monitor and enforce Federal regulations may result in loss of federal participation of funding 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 could lead to adverse action and possible termination.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent must communicate effectively and work closely with the Department's District and Headquarters staff, district management and other functional units. The incumbent must also frequently communicate with Federal, State and Local agency personnel, labor law and union representatives, construction contractors/contractor's personnel and public. Must be able to

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project competence and integrity.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit long periods of time, lift, carry and move large or cumbersome boxes and equipment from one location to another. Must be able to lift and carry up to 25 lbs; occasional bending, crouching, reaching, pulling, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes.

Mental requirements include sustained mental activity needed for report writing, problem solving, attention to detail, analysis, reasoning and dealing with emergency and crisis situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with strict deadlines. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; have the ability to adapt to organization and functional changes; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

**WORK ENVIRONMENT**

The work is primarily conducted in an office environment. While in the office, employees will work in a climate-controlled office under artificial lighting, building temperatures may fluctuate. Use of computers and other office equipment is required. Incumbent will have exposure to high volumes of paperwork, filing, and data entry. However occasional field trips to construction field offices, construction project sites, and/or contractor’s business offices throughout the state may be required. Incumbent may be exposed to equipment, machinery, chemicals, dust/dirt, high decibels of noise, uneven surfaces, humidity and/or extreme heat and cold . Hard hat, safety vest, and appropriate personal protective equipment must be worn at all times in the field, no exceptions.

While in the office, employees will work in a climate-controlled office under artificial lighting, building temperatures may fluctuate. Use of computers and other office equipment is required. Incumbent will have exposure to high volumes of paperwork, filing, and data entry.

Some overnight travel may be required for meetings and training. Overtime and flexible hours may be required. Partial Telework may be required/allowed depending on workload.

Vacations may be restricted during peak times.

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

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