

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION North Region Construction Office / Labor Compliance
WORKING TITLE Labor Compliance Analyst	POSITION NUMBER 903-502-5393-XXX
	REVISION DATE

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 direction of a Staff Services Manager I, the journey-level Labor Compliance Analyst (LCA) is responsible for resolving the majority of complex issues, performing audits/investigations, and negotiating with various individuals or groups while administering and enforcing labor compliance policy for public works contracts, such as State and Federal highway construction, minor, service, right of way demolition, maintenance, emergency and local assistance projects. The incumbent is responsible for administering the Department's Labor Compliance Program by enforcing contract provisions, Federal and State Labor laws and regulations pertaining to the prevailing wages on public works contracts. The LCA must have the ability to work independently with minimal supervision with the proficiency to analyze, interpret, and investigate labor violations. Also, the LCA must be able to communicate effectively verbally and in writing and the capability of establishing and maintaining effective working relationships with staff, contractors, outside agencies, and the public. The incumbent will also perform duties related to the support of the District's Labor Compliance Unit. Regular attendance is an essential job function. A California Drivers License is required when operating a state owned or leased vehicle.

CORE COMPETENCIES:

As an Associate Governmental Program Analyst, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Under the direction of a Staff Services Manager I, the Labor Compliance Analyst (LCA) is responsible for providing overall support to public works projects, including logging, auditing, and reporting duties. Using web-based applications or hard copy documents, collects and reviews, analyzes, and verifies weekly Certified Payroll Records (CPRs), statement of compliance, fringe benefit statements, employer training contributions, time card records, tax statements, apprenticeship paperwork, and various supporting records to determine compliance with provisions of the contract that meets the Department of Industrial Relations (DIR) Prevailing Wage Determinations. Issues requests for missing and revised documentation and corresponds with the applicable contractor's staff to ensure compliance. Prepares the labor compliance requirements at pre-construction meetings for contracts subject to the payment of prevailing wages for all State and Federally funded contracts to include major, minor, service, right of way demolition, maintenance, emergency and Local Assistance contracts. The LCA ensures the proper reporting of prevailing wages, fringe benefits, apprentice utilization and resolution of employee wage violations and completes audits, calculates underpayments, fines, and penalties if applicable. If non-compliance, LCA will determine restitution and submit information via smartsheet Restitution at District Level updates to Headquarters Division of Construction Labor Compliance. The LCA is responsible for documenting all prime contractors and subcontractors' responsiveness before releasing project funds and closing out labor compliance files in a timely manner. When appropriate, the LCA notifies DIR and/or Department of Labor of contractor violations.
20%	E	Conducts Source Document Audits of the prime's and subcontractor's certified payroll, time card records, tax payments, trust fund statements, payroll ledgers and various supporting records to verify the accuracy of prime's and subcontractor's compliance and submittal. If non-compliance by the prime and/or subcontractor is found, LCA will take appropriate remedial action scheduling a Home Office Review and prepare a Formal Labor Case for submission to the Headquarters Division of Construction Labor Compliance. Provides written documentation outlining labor cases and includes recommendations for penalty assessment and/or wage restitution. May be required to attend and/or testify as a technical witness at administrative hearings.
15%	E	LCA analyzes and investigates complaints received from all sources to ensure employees are compensated in accordance with the labor compliance provisions of the contract and received the proper wages for the work they performed that meets the DIR Prevailing Wage Determinations. Works closely with the HQ Labor Compliance Unit and DIR to investigate and prepare documentation to substantiate formal labor cases.
10%	E	Tracks changes and updates to state and federal labor compliance and prevailing wage regulations and standards; apply changes/updates to the labor compliance procedures and practices. Assist with the development of labor compliance policies, procedures, form templates, and instructional/operations manuals.
5%	E	Develops monthly and quarterly reports summarizing findings. Prepare for, and provide information to comply with requests from auditors and respond to Public Records Act Requests for certified payroll/labor compliance related documents. Collect and organize data, reports, spreadsheets and databases for analytical reporting.
5%	E	Provide assistance and training as necessary for Local Agencies including attending pre-construction conferences and answering questions regarding labor compliance enforcement and providing assistance if violations occur. Serves as labor compliance trainer for junior labor compliance personnel, Local Assistant staff and contract managers throughout the district and/or region. Travel may be required to conduct interviews, Home Office Reviews, Pre-Job Conferences and District Resident Engineer Meetings.
5%	M	The incumbent may assist in special projects as necessary. Other duties as assigned.

¹ESSENTIAL 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

Incumbent will not supervise. May act as lead on special projects or over lesser experienced staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Standard Specifications, construction practices and the contract administration process as provided for in the Construction Manual. Knowledge of State and Federal statutes, regulations and administrative interpretations relative to all aspects of contract labor compliance and prevailing wage programs. Extensive understanding of California Labor Code pertaining to Public Works Projects. Ability to analyze and interpret specifications, directives and other requirements of contract administration. Ability to conduct complex and sensitive field investigations and make decisions as to the necessity of instituting contract withholdings, assessment of penalties and the requesting of source document audit reviews. Incumbent must be proficient in the use of computers and computer software applications including (Word, Excel, PowerPoint, Outlook, Teams, Filemaker Pro and LCP Tracker). Incumbent must also possess excellent organizational skills in order to meet deadlines to ensure timely project delivery. Must possess ability to speak and write clearly and effectively. Regular attendance is an essential job function.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The LCA must have the ability to work independently with minimal supervision to proficiently analyze, interpret, and investigate labor compliance violations. Errors related to labor compliance and contract compliance could result in non-conformance with Federal and State laws. Errors could also result in the contractor's workforce not being properly reimbursed for work.

PUBLIC AND INTERNAL CONTACTS

Must be able to establish and maintain an effective working relationship with the public, contractors, contractor's employees, and labor organizations. Telephone or personnel visits to construction offices and projects. Communication with Headquarters and other State and Federal agencies (U.S. Department of Labor, Department of Industrial Relations, etc.) must be developed and maintained. Must be able to respond to inquiries and provide accurate and factual information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times. The incumbent will be required to participate in meetings in the district or region. Employees will be required to sit for long periods of time using a keyboard and monitor. Employee must be congenial and tactful when dealing with others while effectively accomplishing tasks. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Frequent telephone interaction is common.

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 throughout the North Region. While in the office, employees will work in a climate-controlled office under artificial lighting. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Employees will also travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Most employees will work in workstations within cubicles. Working hours will be set sometime between 6:30 a.m. and 6:00 p.m.

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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