

POSITION DUTY STATEMENT

PM-0924 (REV 12/2020)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION North Region Construction Contract Enforcement Unit	
WORKING TITLE Contract Enforcement Analyst	POSITION NUMBER 903-502-5393-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 direction of the Chief, North Region Contract Enforcement Unit, a Staff Services Manager I, the incumbent will assist in enforcement of all contract regulatory requirements and deductions in accordance with the Standard Specifications, Special Provisions set forth for each individual contract and the Construction Manual. The incumbent will also assist with other contract substitution, DBE, DVBE, SB and prompt payment requirements.

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, 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. (Stewardship and Efficiency, Sustainability, Livability and Economy - Teamwork)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Stewardship and Efficiency/Organizational Excellence - Commitment)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Sustainability, Livability and Economy, System Performance - Commitment)
- **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. (Sustainability, Livability and Economy - Teamwork, Innovation)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Stewardship and Efficiency, Sustainability, Livability and Economy - Commitment, Teamwork)
- **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. (Stewardship and Efficiency - Teamwork)
- **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. (Organizational Excellence - Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Stewardship and Efficiency, System Performance - Commitment, Innovation)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Sustainability, Livability and Economy - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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35%	E	Under the general direction of the Staff Services Manager I, in the Contract Enforcement Unit, Independently perform the duties related to DBE Commercially Useful Function (CUF)-analyze, track and confirm monthly receipt of CEM-2406-Monthly Disadvantaged Business Enterprises (DBE) Payment form with copies of canceled checks. Confirming subcontractors paid timely per the Prompt Payment Act. At project completion confirms receipt and reviews the CEM 2402(F) Final Report-Utilization of Disadvantaged Business Enterprises First-Tier Subcontractor. State funded only projects at project completion confirms receipt of CEM-2402(S) Final Report-Utilization of Disabled Veteran Business Enterprises (DVBE).
25%	E	Under the general direction of a Staff Services Manager I, in the Contract Enforcement Unit, the incumbent will independently monitor, track, analyze and enter all sub-contractors performing on projects into the DIR PWC 100 data base. Confirm all sub-contractors are registered with DIR to perform work on a prevailing wage project.
25%	E	Under the general direction of a Staff Services Manager I, in the Contract Enforcement Unit, the incumbent will independently monitor and update all contractor information in the North Region Construction B2G Now data base. Review and verify contract goals for DBE/DVBE/ SB requirements. Notify contractors of contract violations.
10%	M	Under the general direction of a Staff Services Manager I, in the Contract Enforcement Unit, assists the Resident engineers with all contractor substitution requests. Analyze all request based on contract requirements, verify contract compliance. Review and submit all Good Faith Efforts for approval by the Construction Deputy. Review and monitor all DBE terminations and substitutions for contract compliance. Assess penalties for non compliance.
5%	M	Under the general direction of a Staff Services Manager I, in the Contract Enforcement Unit, the incumbent will independently assist the Resident Engineer in review of the CEM 1201. Assist in the verification of all sub contractors being paid timely and the requirements under the contract prompt payment act in conformance with current State and Federal laws and regulations and current Agency and Departmental policies and procedures. Travel may be required to conduct EEO interviews, Home Office Reviews, CUF Reviews and District Resident Engineer Meetings.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position may act as lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a working knowledge of desktop PC and commonly used office automation software, specifically the Microsoft Office suite of programs, FileMaker Pro and other databases. Incumbent must be knowledgeable in Construction/ Maintenance work terminology, and have the ability to work closely and communicate efficiently with other people. Must have the ability to establish and maintain records, prepare draft reports, exhibits, and displays. The incumbent must be able to work cooperatively with all levels within the Department, and individuals from other state agencies, contractors, and the public. Must exercise good judgment and personal skills in dealing with field staff, Region Office personnel and other contacts during the course of the day.

Incumbent must have the ability to analyze and interpret complex procedures, and apply those procedures to supporting North Region Construction field staff. The incumbent is expected to work independently and be a resource for the construction field personnel. Must be able to perform thorough and complete staff work, and develop or modify existing procedures to meet current program needs. Must have knowledge of proper grammar, punctuation, modern English and math.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to these responsibilities will result in the program delivery delays in the North Region Construction Program as a result of field staff that is not adequately supported, inefficiently or improperly deployed resources and wasted staff time.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to respond to customer service requests in a timely, efficient and professional manner. Customers include North Region field and office staff, corporate staff, contractors, vendors and the general public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

When at incumbent's base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the incumbent's work, must maintain cooperative working relationships within the environment. At times, employee may be required to drive to various field offices and to the District Shop.

WORK ENVIRONMENT

The incumbent, when working at the base office site, will be subject to a climate-controlled environment, artificial lighting, etc. Incumbent will work with personnel through out the North Region, which will require travel to various construction field offices. The incumbent must be able to work cooperatively with all levels within the Department, and individuals from other state agencies, contractors, and the public.

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