

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION 04 / Construction / Field Construction Office	
WORKING TITLE Field Office Administrator	POSITION NUMBER 904-501-5393-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 general direction of an Area Construction Engineer, a Senior Transportation Engineer, the Field Office Administrator will operate autonomously to assist a Construction field office. The role involves exercising independent judgment on complex operational issues to ensure compliance with program parameters. Responsibilities include reviewing project statuses, responding to inquiries, tracking account usage, analyzing project data, and preparing calculations and contracts to determine project expenditures. The position entails professional-level technical and analytical administrative work to support the Construction field office, collaborating with Resident Engineers and Office Engineers on tasks related to construction contract and office management, as well as customer service.

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Provide construction contract administration support to Resident Engineers (RE) and Office Engineers (OE) .

Conduct research, analysis, and consolidation of quantity calculations to generate monthly progress and high-type estimates. Oversee and review records related to construction progress, job expenditures, contract change orders, lane closure charts, labor compliance interviews, utility service requests, weekly working days statements, progress pay estimates, semi-final and final estimates, and contingency balances. Manage contract records in Falcon, ensuring accurate input, reviewing, and auditing document metadata when necessary. Verify the accuracy of contract item payment calculations and initiate computer input for payments. Prepare Estimate Requests and recommend deductions for Liquidated Damages. Make decisions on unsatisfactory progress deductions, considering pending time extensions. Identify and analyze issues with payment for estimates or extra work bills, providing recommendations to Resident Engineers and/or Construction Engineers for resolution of miscalculations or inaccuracies. Ensure timely payment of invoices and maintain relevant files and documentation.

Conduct audits and process Extra Work Billings submitted by contractors. Verify that contractor employees are billed at rates consistent with certified payroll submittals. Audit and cross-check worker hours on certified payrolls with the construction inspector's daily diaries to ensure accuracy.

Examine data from the Daily Reports of Resident Engineers and Assistant Resident Engineers to identify chargeable working and non-working days for the contractor. Produce Weekly Statements of Working Days Reports for the respective contracts based on this analysis.

Efficiently manage project databases and files, encompassing tasks such as filing, storage, and archiving. Handle the processing and submission of COZEEP requests and cancellations. Additionally, oversee the processing and routing of correspondence and change orders for streamlined project management.

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30%	E	Provide extensive support to the Senior Transportation Engineer, handling diverse responsibilities such as budgetary management, reporting, and compliance tasks. This includes the analysis, monitoring, and auditing of payments to contractors, overseeing project expenditures for Department Furnished Materials (DFM) and Resident Engineer (RE) office funds to ensure compliance with budgetary constraints. Maintain a vigilant eye on upcoming and ongoing construction contracts, respond to inquiries, and take corrective action when necessary to keep projects within allocated budgets. Contribute to labor compliance paperwork monitoring and tracking on a monthly, annual, and final basis. Furthermore, assist in the preparation and submission of cost recovery documents for damage to State property and manage the organization of tailgate safety meetings, ensuring proper documentation and routing for signatures.
25%	E	Provide general administrative office support. Utilize various State accounting systems to initiate and independently manage contract files, service contracts, purchase office equipment and supplies with the CAL-Card and various other procurement methods as established by State accounting procedures and follow all CalCard policies & procedures for purchasing and account reconciliation. Use the Materials Management and Aquisitions (MMA) System or Integrated Maintenance Management System (IMMS) for warehouse ordering of supplies or equipment. Audit, review, procures, and maintains State equipment, including but not limited to vehicle inventories, cell phones, survey and office equipment assigned to the construction unit and each employee in the unit. Initiate and manage contracts and leases for RE office. Ensure that all office expenditures are within the construction unit to each employee in the unit. Ensure that all office expenditures within the budgeted allocation for the construction office. Prepares reports and graphs and provide resolutions for resource expenditures. Develop a system and spreadsheets for the purpose of tracking construction office contract agreements, payments and equipment. Prepare and present detailed expenditure reports, charts, graphs, and projection/forecasting for the RE office. Act as office liaison with district office staff to provide administrative support including: the execution of office service contracts, payroll or TEC checks, collection/distribution of various forms and paperwork, vehicle coordination, facilities and mobile devices. Maintain office calendars for conference rooms for recurring meetings, such as safety meetings, Dispute Resolution Boards (DRB), partnering, training classes or miscellaneous project meetings.
5%	M	Receive and process incoming mail, assist with outgoing mail. Provide face-to-face customer service for staff, visitors and vendors. Attend training as deemed mandatory or necessary which may require travel and overnight stay. Incumbent may perform other duties within the scope of the unit as required.

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

This position does not supervise other employees, but may serve as lead at the direction of the manager.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles of public administration, organization and management; analytical techniques; effective oral and written communication techniques; district and departmental purchasing and budgetary policies, The Gregg Reference Manual, State Administrative Manual and a large and exacting body of purchasing rules and regulations. Computer knowledge in various software and programs needed to perform the office automation functions.

Ability to: Analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must be able to evaluate budget constraints, Division, District and Departmental policies.

Analytical Requirements: Must be able to reason logically, conduct research and draw conclusions; interpret, apply and adhere to Division, District and Departmental Policies; determine the priority to be given to all daily/weekly/monthly functions; analyze

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administrative problems and adopt an effective course of action; develop, implement and revise methods and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent must work independently and is accountable to the Senior Transportation Engineer for all decisions made and will be given broad latitude in performing assigned responsibilities. The incumbent's decisions and recommendations on the purchasing process are paramount for the optimum use of the Division's Operating Expense Budget allocation. Errors in judgment could result in unnecessary or expensive purchases. Errors in monitoring contracts could result in costly overruns. Failure to follow CalCard policies could result in loss of purchasing authority negatively impacting field office operations.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with all levels of employees from all internal departmental functions as well as public contact with contractors, consultants and vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to move large or cumbersome reports/plans from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months. Needed are the following requirements:

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. 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; 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.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; a demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may be required to travel on occasion, be transferred to work at another construction field office, or reassigned to work for another senior and/or a different project due to operational need.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The incumbent may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the incumbent.

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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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION 04 / Construction / Field Construction Office	
WORKING TITLE Field Office Administrator	POSITION NUMBER 904-501-5157-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 Senior Transportation Engineer, the incumbent will perform professional level technical and analytical administrative work to support a Construction field office. While working with various Resident Engineers and Office Engineers, the incumbent will assist with most work tasks associated with construction contract and office management and customer service.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Advance Equity and Livability in all Communities - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - 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 - 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 - Pride)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence - Engagement, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **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 - Engagement)

TYPICAL DUTIES:

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

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45%	E	<p>Assist Resident Engineers (RE) and Office Engineers (OE) with construction contract administration. Tasks include:</p> <p>Assist with preparation of monthly progress and high-type estimates. Audit and analyze documents submitted for Progress Pay Estimates to ensure construction contractors are paid accurately. Documents include: After Acceptance Estimates, Proposed Final Estimates and other support documents. Analyze and review contract item payment calculations for accuracy and initiate computer input for payment. Prepare Estimate Requests and recommend deductions for Liquidated Damages to superiors. Make determining decision if an unsatisfactory progress deduction should be overridden due to pending time extensions. Identify and analyzes problems with payment for estimates and/or extra work bills and make recommendations to the Resident Engineers and/or Senior Transportation Engineer for determination of the appropriate method for resolution regarding any miscalculations or inaccuracies.</p> <p>Audit and process Extra Work Billings from contractors. Ensure contractor employees are being billed at rates consistent with certified payroll submittals. Audit and verify worker hours on certified payrolls against the construction inspector's daily diaries.</p> <p>Analyze data from the Resident Engineers' and Assistant Resident Engineers' Daily Reports to determine working and non-working days chargeable to the contractor and generate Weekly Statement of Working Days Reports for these contracts.</p> <p>Maintain project databases and project files, including filing, storing and archiving.</p> <p>Process and submit COZEEP requests and cancellations.</p> <p>Processing/routing correspondence and change orders.</p>
30%	E	<p>Assist Senior Transportation Engineer with budgetary, reporting, and compliance tasks. Tasks may include:</p> <p>Analyze and track project expenditures against department furnished materials (DFM) and RE office funds. Maintain accurate financial records of construction contract expenditures and ensure that budgetary financial allotments are not exceeded. Analyze and audit projected expenditures against budgeted project funds and make recommendations to Resident Engineer for correction of over expenditure issues. Develop a system and spreadsheets for the purpose of tracking project and overhead expenditures. Initiate corrective action to ensure projects stay within allocated budget.</p> <p>Assist with monthly, annual and final labor compliance paperwork monitoring and tracking.</p> <p>Assist with preparing and submitting cost recovery documents for damage to State property.</p> <p>Prepare, route for signature, and maintain copies of all tailgate safety meetings.</p>

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20%	E	<p>Provide general administrative office support. Tasks include:</p> <p>Order and maintain office supplies and equipment, safety equipment and field engineering equipment. Use the Materials Management and Aquisitions (MMA) System or Integrated Maintenance Management System (IMMS) for warehouse ordering of supplies or equipment. Obtain and maintain a CalCard account and follow all CalCard policies and procedures for purchasing and account reconciliation.</p> <p>Act as office liaison with district office staff to provide administrative support including: the execution of office service contracts, payroll or TEC checks, collection/distribution of various forms and paperwork, vehicle coordination, facilities and mobile devices.</p> <p>Maintain office calendars for conference rooms for recurring meetings, such as safety meetings, Dispute Resolution Boards (DRB), partnering, training classes or miscellaneous project meetings.</p> <p>Attend training, which may require travel and overnight stay.</p>
5%	M	<p>Receive and process incoming mail, assist with outgoing mail. Provide face-to-face customer service for staff, visitors and vendors. Perform other duties within the scope of the unit as required.</p>

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Ability to: Analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; establish and maintain effective working relationships with others; communicate effectively orally and in writing; understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions. Incumbent must be able to evaluate budget constraints, Division, District and Departmental policies.

Analytical Requirements: Must be able to reason logically, conduct research and draw conclusions; interpret, apply and adhere to Division, District and Departmental Policies; determine the priority to be given to all daily/weekly/monthly functions; analyze administrative problems and adopt an effective course of action; develop, implement and revise methods and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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EMPLOYEE (Print)

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