

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION Maintenance Eng & Asset Mgmt/Maintenance Construction	
WORKING TITLE Payment Coordinator	POSITION NUMBER 911-250-5157-918	REVISION DATE 11/20/2024

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 supervision of the Construction Engineer, a Senior Transportation Engineer, the Staff Services Analyst serves as the Payment Coordinator for the Maintenance Construction Program in the Maintenance Engineering and Asset Management (MEAM) Division. The Payment Coordinator prepares the construction contract administration documents from project initiation to completion. The Payment Coordinator assists the Construction Engineer by validating the extra work bills in comparison to certified payrolls, processes, and inputs the Contractor's payment estimate for all projects.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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 - Engagement, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **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 - Engagement, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Engagement, Innovation, Integrity)

**TYPICAL DUTIES:**

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

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45%	E	Prepares and ensures all MEAM Construction projects are entered in the Caltrans' system the Extra Work Bill (EWB) process, Internet Construction Administration System (iCAS) payments, Construction Administration System Tracking (COAST) for all Contractor's certified payrolls. Checks and processes Contractor's Estimate Payments through iCAS, reviews EWB with certified payrolls in accordance with the departmental regulations, policies and procedures. Serves as the point of contact (POC) for reviewing, monitoring, and recommending remedial action on all Internet Construction Administration System (iCAS) payment system activities for Maintenance Construction projects. Processes all payment close out from Proposed Final Estimate (PFE), Semi-Final Estimate and Final Estimate payments to the Contractor. Monitors field engineering records, contract completion, and claims. Maintains compliance with statewide timeframes for all contract benchmark issues including but not limited to field projects, project checks into claims or final archiving. Advises staff on payment and automated processing issues and Construction Engineers and Resident Engineers on payment issues.
35%	E	Ensures applicable project files are retained per Construction Policy Directive 21-11 for the appropriate lengths of time utilizing the Falcon Electronic Document Management System (Falcon Data Management System). Compiles, audits and gathers certified payroll and inspector diaries, while checking and analyzing extra work bills submitted by the Contractor in the system to determine the validity of description of work and work hours prior to approval for payments in the system. Processes Material On Hand (MOH) requests for Contractors materials purchased and coordinates with Resident Engineers with the Quality Assurance material inspection "orange tag".
20%	E	Reviews and approves Construction Zone Enforcement and Enhancement Program (COZEEP) invoices provided by the California Highway Patrol services during construction for major and minor HM projects within appropriate time frames as defined by the active COZEEP contract. Will assist with project payments for Minor B projects administered under Maintenance Construction. Will coordinate with construction inspectors, functional units and external partners.

<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

This position does not require supervision of others.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. Knowledge and experience with innovative processes and payments are required for Job Order Contract (JOC) Work Order projects.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Effective verbal and written communication skills are required.

The employee must be able to coordinate and work with others within a team environment

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors or poor judgment in these areas can cause the Department to fail in executing Federal and State laws and regulations. Further, an inappropriate handling of progress payments can result in the assessment of interest and penalties due the contractor.

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### PUBLIC AND INTERNAL CONTACTS

This position requires continuous contact with Resident Engineers, Construction Engineers, Field Inspectors, and other Departmental staff. May also have contact with technical and professional staff member from outside agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to work for long periods of time at a keyboard and video display terminal. Must be able to lift and carry equipment, instruments and tools.

Must have the ability to concentrate, analyze the situation at hand, and respond appropriately in difficult, emotionally charged and/or sensitive situations. May be required to manage multiple priorities and/or issues simultaneously, therefore, will need to have the ability to proactively identify potential issues, prioritize, and propose solutions and/or recommendations.

Must have the ability to develop and maintain cooperative working relationships with internal and external customers in a professional manner.

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### WORK ENVIRONMENT

The base of operation is in the District Office. While in the office setting, is in a climate-controlled environment with artificial lighting in a close cubicle work setting where noise levels need to be controlled at low levels. Multi-floor buildings are equipped with elevators and stairs. However, the building temperature may fluctuate due to periodic energy conservation requirements. This position may require sitting for long periods of time while typing. The work environment includes constant interactions with diverse groups of customers and coworkers. Possession of a valid driver's license is required to operate a state-owned or leased vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. The incumbent is expected to be able to report to their worksites with minimum notification if an urgent need arises. The incumbent is required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an incumbent's designated headquartered location or 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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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