

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION NR COS/Consultant Services Unit	
WORKING TITLE Procurement Liaison/Assistant Contract Manager	POSITION NUMBER 903-200-5393-XXX	REVISION DATE 02/11/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Staff Services Manager I, the incumbent will serve as the Procurement Liaison for the Architectural and Engineering(A&E) contracts, as well as the Calmentor Liaison, responsible for sole administrative support of the program for the North Region. Incumbent will also assist the Assistant Contract Managers in cross-functional coordination for A&E contracts in the North Region. Incumbent will perform specialized administrative support duties for the NR COS Division.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
30% E	Coordinate with Functional Managers, Project Managers, and the Office of Procurement and Contracts (DPAC) to initiate and procure new or amended A&E contract needs; gathering and compiling contract submittal documents, ensuring completeness, accuracy, and timely submittal in accordance with each procurement schedule. Work with Contract Managers in reviewing and providing feedback on Requests for Qualification (RFQ) and Statements of Qualification (SOQ), and reviewing Caltrans estimate of work for detail and accuracy.

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10%	E	Incumbent will analyze and evaluate all contract documents to properly manage the development, implementation, and management of complex A&E consultant contracts. Work on the management of contracts through the issuance of task orders to ensure contractors stay on time and within budget, ensuring work is complete and acceptable and is in compliance with contract provisions and State requirements. Work with the planning, organizing and coordination efforts among Consultants, Functional Managers and Project Managers to ensure clear and detailed scope of work descriptions and accurate levels of effort estimates to ensure manageable task orders within contract authority. Review, evaluate and make recommendations concerning the appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts within the North Region.
10%	E	Incumbent will analyze invoices to ensure compliance with contract and State requirements and the California Prompt Payment Act. Prepare an analysis of expenditure reports, target dates, and spending trends to ensure contract authority remains within allocated budget and assist with initiating corrective measures where appropriate. Encumber and disencumber funds as applicable.
10%	E	Incumbent will review and analyze cost proposals and personnel requests to verify the appropriate use of classifications for the work required, verify minimum qualifications met, negotiated labor rates, and overhead and profit percentages, verifying compliance with current State and Federal laws and regulations. Perform labor compliance reviews to ensure the enforcement of federal and state labor laws relative to employment on the construction of public works in the areas of prevailing wage, wage determination, certified payroll, apprentices and trainees, subcontracting, and adjudication of violations and sanctions. Notify Contract Manager of any contract/contractor problems or disputes if/when they occur.
10%	E	Incumbent will be responsible for coordinating all activities related to the North Region Calmentor Program, such as, meetings, events, and program incentives. Acts as liaison between the Caltrans Committee Chair, the Calmentor Committee and it's members. Responsible for reporting program status and efforts to Headquarters Calmentor Liaison.
10%	E	Incumbent will be responsible for the ordering of supplies and office equipment through Cal-Card purchasing . Maintains office equipment inventory by updating forms and reports as equipment is purchased and by performing an annual verification and validation of Property Controller's equipment inventory report with actual physical inventory of assigned office equipment. Assist staff with equipment malfunctions and arranges for repairs on copiers, faxes and other office equipment.
10%	E	Incumbent will be responsible for monitoring and logging all task order and invoice requests received through the submittal in-boxes into the CSU databases.
5%	M	Incumbent will be responsible for generating miscellaneous monthly contract status reports to assist the Consultant Services Unit with monitoring key contract requirements and status for all North Region A&E contracts.
5%	M	Incumbent will act as a liaison for all training requests and purchase training for staff if not available through Caltrans.

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

Incumbent has no supervisory responsibilities but may act as a lead at times.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have general knowledge of the accounting, budgeting, and contract procurement and management processes. Must be able to analyze and interpret policies, agreements, and contracts; develop and implement new and revised procedures; maintain accurate records; and take action independently. Must also have the ability to work closely and effectively with others and be able to communicate effectively, both orally and in writing. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, training material, correspondence and meetings. Incumbent must have the ability to perform difficult clerical work with minimal supervision and use automated office equipment, including various personal computer programs (MS Word, MS excel, Power Point, Outlook) and general understanding of updating various database systems (i.e., AMS Advantage, Filemaker, Access), make clear and comprehensive reports and keep accurate records. The incumbent must have the ability to work closely with Project Managers, Functional Managers, and Headquarters units to establish a clear scope of work description/statement, which forms the basis for estimating, scheduling, cost control and general consultant and project coordination. The incumbent must have the ability to evaluate and make recommendations concerning the

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appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The inappropriate use or over-expenditure of allocated resources could establish an illegal obligation and/or expenditure of funds. Failure to properly interpret and ensure compliance with current contract procurement procedures could result in costly disputes with consultants and local agencies, legal actions, and delays in providing the public with timely highway improvements.

PUBLIC AND INTERNAL CONTACTS

The incumbent must effectively communicate both orally and in writing with consultants, local agencies, and functional units in the Region, District and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Incumbent must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment under artificial light. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.

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