

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	North Region Consultant Services Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Assistant Contract Manager	903-200-5393-XXX	

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

GENERAL STATEMENT:

Under the direction from the Chief, Consultant Services Unit A, a Staff Services Manager I, the incumbent serves as Assistant Contract Manager on Architectural and Engineering (A&E) and Service contracts. Incumbent will coordinate and act as a crossfunctional specialist on A&E contracts in the North Region. Incumbent may also serve as a Cooperative Agreement Coordinator, working with District, Headquarters, and Local Agency staff.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- 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. (Employee Excellence - Collaboration, Innovation, Integrity, 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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- 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 - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Incumbent will perform analysis and evaluation of all contract documents to properly manage the development, implementation, and management of complex A&E consultant contracts. Assist in 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. Assist in the planning, organizing and coordination effort among consultants, Functional Managers and Project Managers to ensure clear and detailed scope of work descriptions and accurate level of effort estimates to ensure manageable task orders within contract authority. Will be responsible for reviewing, evaluating and making recommendations concerning the appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts within the North Region.

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30%	E	Incumbent will perform the analysis of invoices to ensure compliance with contract and State requirements and the California Prompt Payment Act. Will perform preparation and 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.
30%	E	Incumbent will perform the review and analysis of 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. Will 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%	M	Incumbent will monitor use of DVBE/DBE subcontractors 10% M and/or suppliers

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

None.

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, correspondence and meetings. 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, 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.

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

The incumbent must have the ability to represent Caltrans's interest when coordinating with consultants, and understand/evaluate both the performance of consultants and the product they produce.

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

Interacts with Headquarters and Regional management staff and internal technical staff, other State, Federal and local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Incumbent must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Incumbent must; be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new

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situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal computer. Employee may be required to travel for training or meetings. Regular and punctual attendance is required.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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