

POSITION DUTY STATEMENT

PM-0924 (REV 06/2019)

CLASSIFICATION TITLE Associate Gov Program Analyst	OFFICE/BRANCH/SECTION D7/Construction- Estimate Desk	
WORKING TITLE Contract Payments Administrator	POSITION NUMBER 907-501-5393-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 a Staff Services Manager I, the incumbent in the Estimate Section is responsible for assisting the Transportation Engineers. The incumbent evaluates all documents relating to Contract Payments, reviewing estimates to determine accuracy, calculates and verifies deductions on contract overruns, verifies all documents submitted by Contractor, acts as liaison between offices, headquarters, contractors; monitors payments to contractors, determines priorities and responds to questions and problems relating to Estimate Section, coordinates training and provides estimate related reports.

CORE COMPETENCIES:

View Competencies

As an Associate Gov Program Analyst, the incumbent is expected to develop 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.

- **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. (Sustainability, Livability and Economy - Teamwork)
- **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. (System Performance - Commitment)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Stewardship and Efficiency - 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. (System Performance - Innovation)
- **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. (Stewardship and Efficiency - Commitment)
- **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. (Organizational Excellence - Commitment)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Researches, evaluates, and resolves all discrepancies pertaining to Progress Pay Estimates, After Acceptance Estimates, Proposed Final Estimates, Semi-Final Estimates and Final Estimates; and provides the necessary support documentation for these Estimates. Analyzes, interprets and is knowledgeable of the Construction Manual to determine the accuracy and propriety of various payment documents. Analyzes the Special Provisions for each contract and determines which documents are required and if deductions are appropriate. Calculates and verifies that proper deductions have been made for Liquidated Damages on contracts that have overruns. Verifies and ensures that all required documentation is submitted by the Contractor upon completion. Has final review of all progress payments to the Contractors and ensures that all payments are in conformance with the terms of the contract. Analyzes and interprets management policies and/or directives to communicate these policies effectively to the Construction Resident Engineer and field personnel, as well as State Contractors.
10%	E	Serves as point of contact (liaison/administrator) between Field Offices, Headquarters Accounting Division, Headquarters Construction Division, and Contractors in review of documents, identifying potential issues, making recommendations, and performing verification.
10%	E	Ensures data entry of contract updates, transactions, contract change orders, extra work bills, and estimate requests for contract payment estimates are accurate. Ensures and maintains District 7 Construction historical file and documentation relating to Construction Contracts and payments to Contractors.

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POSITION DUTY STATEMENT

PM-0924 (REV 06/2019)

10%	E	Acts as the liaison and administrator of the electronic extra work bill (iEWB) system between the Construction Field Offices, the Estimate Section, Headquarters Construction Division, and Contractors. Coordinates and tracks Extra Work Bills submitted by the Resident Engineer to ensure prompt proper payment to the Contractors. Analyzes and interprets payment specifications. Approves/disapproves payment by evaluating backup documentation and identifying questionable billings.
10%	E	Monitors progress payments to Construction Contractors to assure timely processing of payments to meet Federal Reimbursement Requirements and to prevent payment of interest for late payment.
10%	E	Determines priority of all documents, interprets questions and issues as they relate to the functions of the Estimate Section and makes recommendations. Coordinates Estimates-related training to field staff and Contractors, whenever necessary, at the District Office and/or at Field Office locations.
5%	M	Provides Estimates-related reports and carry out other Estimates-related duties, when directed by the Senior Transportation Engineer, Office Chiefs, and/or Deputy Director.
5%	M	Acts as liaison and administrator between the Field Offices and other Branches to assure correct interpretation and implementation of fiscal policies regarding contract funding. Verifies, reviews and/or prepares reports to obtain approved contract supplemental funds and transfer of fund requests.

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 incumbent does not provide supervision over others but may, on occasion, act as lead in the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge and procedures which result in the processing and payment of multi-million dollar Construction Contracts; fiscal policies which affect these contracts and how they are most effectively implemented.
- Knowledge of payment specifications and requirements. The ability to make fair and equitable decisions in a timely manner. Ability to work independently and perform Estimates-related duties.
- Must have good written and verbal skills to communicate effectively.
- Ability to obtain and evaluate data; give clear concise directions and to make clear and concise written and oral presentations, and to deal effectively with others. This position requires independent initiative to meet work commitments and schedules. Must be able to use personal computers and the ability of inputting data to a mainframe computer.
- Must be capable of interpreting Management policies, procedures, directives, Standard Specifications, Special Provisions, Construction Manual, local and federal requirements; and evaluate where, how, and when this information is to be processed for a particular project, as it relates to the District 7 Estimates Section.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has the responsibility for organizing this work quickly and effectively so that the processing of Contract Administration and Payments is accomplished within specified deadlines. Incumbent must be able to make decisions concerning the execution of assigned duties without required close review by others. Incumbent has the final review of all progress payments to the Contractors and ensures that all payments must be in conformance with the terms of the contract.

Any errors in decision, judgment, or the processing of payments or other contract administration paperwork would result in errors in payment to Contractors. Errors in payment could result in overpayment to Contractors and much expense and delay in the State in recovering those overpayments. Delay in making payments can result in inequities to or claims from the Contractors.

PUBLIC AND INTERNAL CONTACTS

The incumbent is a resource to the Senior Transportation Engineer in the Estimates Section. Must also assist, verify, and inform Caltrans District personnel, Contractors, and Headquarters personnel as needed, to see that the Contractors are paid in a fair and timely manner, while adhering to Caltrans policies, procedures, and directives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may be required to move large or cumbersome plans, documents from one location to another.

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POSITION DUTY STATEMENT

PM-0924 (REV 06/2019)

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Must be able to sit and/or stand for long duration and perform tasks utilizing a personal computer.

The incumbent will be required to perform sustain mental activity to write reports, solve problems, and perform calculations, analysis and reasoning.

The incumbent will be required to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and follow instructions from supervisors on different levels.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Occasional travel may be required. Possession of a valid California driver's license is required when operating a state owned or leased vehicle.

I have read, understood, 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