

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Maintenance/Budgets	
WORKING TITLE Labor Compliance Analyst	POSITION NUMBER 906-600-5393	REVISION DATE 01/28/2026

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

GENERAL STATEMENT:

Under direction of the Budgets Manager, a Supervisor I, the Analyst II is responsible for the more complex issues performing audits and investigations, and negotiating with various individuals, contractors, or groups while administering and enforcing labor and contract compliance for public work contracts, service contracts, minor contracts, and emergency contracts. The incumbent will interpret and apply State and Federal laws and regulations that are administered as part of the Department's contract management responsibilities. Also, this AGPA position will conduct analytical tasks related to procurement, service contracts, budgeting, business services, and various other duties.

CORE COMPETENCIES:

As an Analyst II, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Prosperity - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation, 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. (Equity, Prosperity, Employee Excellence - Equity, Integrity, 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. (Safety, Prosperity - Collaboration, People First, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Integrity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - People First, Stewardship)
- **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 - Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity - 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. (Prosperity, Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Independently performs complex, comprehensive, and detailed analysis of contractor and subcontractor records, including the more complex audit of the contractor and subcontractor's certified payrolls, timesheet records, tax payments, trust fund contributions, payroll ledgers, prompt payment, DBE/DVBE/ Small Business records, CUF documentation and additional supporting records. Initiates enforcement action against contractors and subcontractors for non-compliance with various law, statutes and regulations including penalties and recommendation for possible disciplinary action. Negotiates settlement agreements with contractors or subcontractors on behalf of the Department. Provides recommendation and solutions to Caltrans Headquarters, Department of Industrial Relations (DIR), California Labor Commissioner's Office or other regulatory agencies regarding resolution of violation issues. May be required to attend and testify as a technical witness at administrative hearings.
20%	E	Investigates the validity of complaints made by contractors, subcontractors, workers, unions, labor management groups, the public or field personnel pertaining to workers' pay, hours, work classification, prompt payment, DBE/DVBE participation, and CUF. Conducts in-depth interviews with complainant, witnesses, and on-site personnel. Determines and initiates the appropriate enforcement action. Processes and responds to requests from the general public regarding compliance issues. Responds to formal requests for information made under the California Public Records Act and California Labor Code. Compiles and prepares detailed reports and other correspondences to Headquarters as required. Respond to inquiries and provide appropriate documents.
15%	E	Develops and manages the compliance databases for auditing and tracking of payroll records, CUF performance, DBE/DVBE participation, prompt payment documentations, and prevailing wage issues. Performs comprehensive analysis, and provides recommendations on proposed improvements to databases, policies, procedures, and other program improvements. Develops and provides guidance and training to contract managers, regional offices, supervisors, contractors, and subcontractors throughout the division. Provides technical guidance on Labor Compliance, DBE, DVBE, prompt payment and other contract compliance requirements for the division.
5%	E	Assists Caltrans Office of Civil Rights Program in conducting investigations and audits of apparent violations in certification status. Investigates EEO violations and complaints on projects. Prepares annual and semi-annual EEO reports.
5%	M	Responsible for obtaining and upholding a CAL-Card, including the annual training requirements. Creates purchase orders for CAL-Card transactions. Assembles procurement packages in accordance with the guidelines established by the Division of Procurement and Contracts to acquire goods or services.
5%	M	Support the Division of Maintenance staff by providing administrative assistance across all levels. Serve as a backup in various functional areas within the unit and facilitate cross-training among employees in this classification on different workload tasks. Attend mandatory training courses mandated by the department as well as staff, safety, projects and public meetings. Performed general office tasks including organizing and maintaining both digital and physical files, as well as coordinating and scheduling meetings. Other duties as needed may be expected of a Analyst II.

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 position has no supervisory responsibilities; however, incumbent may be called upon to provide operational guidance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Standard Specifications, California Labor Code, Federal Davis-Bacon Act, Federal and State wage determinations and Contract requirements. Knowledge of State and Federal statutes, regulations, and administrative interpretations relative to all aspects of contract labor compliance and EEO/UDBE/DVBE/DBE/SB programs. Ability to analyze and interpret specifications, directives and other requirements of contract administration. Ability to conduct complex and sensitive field investigations and make decisions as to the necessity of instituting contract withholdings and assessment of penalties.

Incumbent must be proficient in the use of computers and computer software applications including Microsoft Word, Excel, PowerPoint, and Access. Incumbent must possess excellent organization skills in order to meet deadlines to ensure timely delivery. Must possess strong verbal and written skills. Must be able to establish and maintain an effective working relationship with the public, contractors, contractor's employees and labor organizations. Must be able to respond to inquiries and provide accurate and factual information.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to labor compliance, contract compliance and EEO compliance could result in non-conformance with Federal and State laws. Errors could also result in the contractor's workforce not being properly reimbursed for work and properly protected from EEO and Civil Rights violations. Errors may also result in the loss of the Caltrans Labor Compliance program and loss of funding.

PUBLIC AND INTERNAL CONTACTS

Contact with the public, contractors, contractor's employees and labor organizations. Communications with Headquarters and other State and Federal agencies (U.S. Department of Labor, FHWA, Department of Industrial Relations, etc.)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Performs light lifting and carrying in an office environment.

Mental - The incumbent must have sustained mental effort 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 - The incumbent must be able 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

WORK ENVIRONMENT

The work is primarily conducted in an office environment; however occasional field trips to Maintenance stations, job sites, and/or contractor's business offices throughout the state may be required. Some overnight travel may be required. While in the office, employees will work in a climate controlled office under artificial lighting, building temperatures may fluctuate.

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

Reviewed and Approved for advertising:

SUPERVISOR (signature)

(print)

DATE

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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.

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