

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst I		WORKING TITLE Public Works Unit (PW) Labor Compliance Analyst		
PROGRAM NAME Division of Labor Standards Enforcement			UNIT NAME Labor Commissioner's Office (LCO / Public Works (PW))	
ASSIGNED SPECIFIC LOCATION Bakersfield				POSITION NUMBER 400- 556-5157-xxx
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the supervision of a Deputy Labor Commissioner III, in the State Labor Commissioner's Office's (LCO) Public Works (PW) Program, the Labor Compliance Analyst (SSA) will analyze data, generate reports, and conduct compliance review by performing a broad range of analytical and specialized evaluative tasks related to the effective administration of the PW program including its labor compliance, investigation and enforcement of the Public Works laws covering prevailing wage, overtime, workers' compensation insurance coverage, contractor registration, awarding body registration, project registration, requirements for electronic certified payroll, and other related enforcement responsibilities.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Performs detailed analysis of employers' certified payroll records for their administrative compliance with California labor laws and other lawful regulations, including conducting the less complex aspects of investigation and compliance including verifying registration requirements, gathering substantiating documents pertaining to investigative compliance, entering worker data into the Public Works database wages and perfecting claims from the public in person, email and by phone call. Determines the reliability of the information by researching, analyzing, and interpreting labor law enforcement requirements and regulations to identify if violations exist. Communicates and collaborates with the PW investigative team to gather, tabulate, and compile relevant data and other information and materials from employers and employees including time records, payroll records, financial information, and witness statements to be used in labor compliance evaluations and audits.
30%	Compiles, prepares and tabulates detailed reports of data from LCO case management systems and other data resources regarding enforcement activities,

DUTY STATEMENT



	industry trends, and/or reports of violations, and provides recommendations on various projects, program initiatives, and/or proposed legislations impacting the program to management as required. Reviews case information and updates case management activities in the LCO case management systems. Identifies errors in the case management systems utilizing the Public Works data platform and other data management programs and submits corrections or recommendations for suggested changes to management. Prepares and presents analysis of the evaluation results and methodologies of investigative document substantiating during administrative proceedings and/or other processes where an explanation of prepared evaluations and methodologies of audits is necessary.
15%	Responds to inquiries regarding LCO enforcement responsibilities from the public and stakeholders, in person, virtually, verbally and/or in writing, utilizing LCO's case management systems, reports generated from the systems, and general knowledge of LCO policies and procedures, statutes, and regulations. Tracks and maintains log of inquiries received from the public and stakeholders.
10%	Develops outreach and educational materials in coordination and/or collaboration with management, LCO staff, and/or other stakeholders. Presents developed outreach and educational materials, in person and/or virtually to internal and external stakeholders, by conducting trainings, outreach events, workshops, or other identified opportunities, to help promote labor compliance within the State.
Percentage of Time Spent	Marginal Job Functions
5%	Oversees Public Information Duty (PID) for an established shift, provides updates to assigned team members, monitors performance measures for the telephonic program, monitors and responds to escalated situations for telephonic and/or in-person PID operations. Coordinates with other program leaders and the Headquarters administration team in order to manage PID programs and ensure team has necessary tools to perform job competently and safely. Implements and enforces LCO policies and wellness program. Provides constructive feedback to team members and PID lead team regarding execution of public information duty. Proactively facilitates coverage of PID shifts by coordinating with respective program Seniors and/or Seniors in various other programs
5%	Performs other job-related duties, including taking messages, scheduling appointments, transferring calls, and greeting visitors.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (verbally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

DUTY STATEMENT



Supervision Received

Under the supervision of the Deputy Labor Commissioner III (Senior Deputy) or designee.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Duties are primarily performed in a climate-controlled office setting possibly in a high-rise building; cubicle or shared work space under artificial light, utilizing computer screens and other office equipment; may drive a state vehicle for field work, trainings and other related work. While in the field, exposure to dirt, odors, noise, fumes, uneven surfaces, stairs, high-rise buildings, extreme weather conditions, and fast moving equipment may occur.

Special Requirements/Other Information

Travel required.

Physical Abilities

The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. The incumbent will also traverse various ground surfaces and/or buildings while out in the field

Additional Requirements/Expectations

The Incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times. The Incumbent is expected to demonstrate rapid progress in learning the fundamentals of the job.

Personal Contacts

The incumbent will need to interact with groups of individuals from various socioeconomic and cultural backgrounds in an impartial, tactful, patient, and professional manner. These groups include, but are not limited to, the following: low-wage workers, employers and their representatives, the general public, other governmental agencies and partners, and staff members from other units within the Division.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.



DUTY STATEMENT



Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials

Approval Date