

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst I	OFFICE/BRANCH/SECTION District 8 Construction/Contract Compliance	
WORKING TITLE Junior Contract Compliance Analyst	POSITION NUMBER 908-500-5157-XXX	REVISION DATE 06/22/2026

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

**GENERAL STATEMENT:**

Under the supervision of a Supervisor I, the incumbent assists the Supervisor I and Analyst II in performing audits and investigations, educating various individuals, contractors, subcontractors, or other groups while administering and enforcing contract requirements for construction "public works" contracts covering San Bernardino and Riverside Counties. Incumbent takes appropriate action for violations related to the departments Disadvantaged Business Enterprise (DBE) Program while enforcing the Standard Specifications, and Special Provisions during their contract administration. Incumbent monitors and enforces prompt payment, subletting and subcontracting fair practices act matters in addition other contract requirements.

**CORE COMPETENCIES:**

As an Analyst I, 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. (Employee Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration)
- **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 - Equity, Integrity)
- **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 - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Prosperity, Employee Excellence - Integrity, Pride, 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 - Collaboration, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - 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. (Employee Excellence - Equity, Integrity, People First)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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45%	E	The incumbent analyzes Caltrans construction contracts to ensure compliance with DBE Program requirements, federal and state regulations, and contract provisions. Working with the Analyst II, the position supports District 8's Contract Compliance Unit by reviewing DBE participation, terminations and substitutions, Disadvantaged Veterans Business Enterprise (DVBE) requests, Prompt Payment issues, Commercially Useful Function (CUF) compliance, and matters under the Subletting and Subcontracting Fair Practices Act. The incumbent assists with compliance investigations, helps develop enforcement recommendations, prepares materials for administrative hearings, and may facilitate hearings as needed. Duties include reviewing required contractor documentation, monitoring payments to ensure timely subcontractor compensation, and initiating fund withholds for non-compliance. Additional responsibilities include preparing compliance correspondence, supporting CUF investigations, researching regulations, advising external partners on Good Faith Efforts, responding to internal inquiries, and reporting irregularities to the District Contract Compliance Supervisor.
30%	E	Reviews and conducts detailed analysis of contractor and subcontractor documents, including contract special provisions, bid documents, DBE/DVBE commitment forms, executed contracts, invoices, and other supporting records. Assists the journey-level Analyst II in investigating potential violations of contract provisions and evaluating findings. Represents the State at pre-construction meetings and provides procedural guidance on contract compliance requirements. Recommends enforcement actions for potential violations of the Subletting and Subcontracting Fair Practices Act and other contract provisions, including referrals to the Contractors State License Board for possible Business and Professions Code violations. Prepares correspondence to contractors regarding required documentation and DBE Program compliance. Utilizes resources such as the Standard Specifications, State and Federal regulations, and the Public Contract Code to determine approval or denial of termination, replacement, and substitution requests. Communicates regularly with Resident Engineers and support units to perform monitoring activities. Reviews contractor invoices and subcontract documents to ensure alignment with contract requirements. With support from the journey-level Analyst II, provides interpretation and guidance to Area Construction Managers, Construction Engineers, and Resident Engineers on contract provisions, including DBE/DVBE/SB Program requirements, Prompt Payment, and Subletting and Subcontracting Fair Practices Act responsibilities.
20%	E	Assists the journey-level Analyst II in developing educational and guidance materials for inspectors, Resident Engineers, contract managers, and other District 8 staff. Creates and maintains an up-to-date desk manual covering all duties performed within the Contract Compliance Unit. Supports the development and delivery of training sessions on State and Federal laws, the Division of Construction's Contract Compliance Unit, and staff responsibilities related to the DBE, DVBE, and Small Business programs, as well as Standard Specifications, Special Provisions, and other contract requirements. Monitors and updates contractor information in the Caltrans DBE system (B2Gnow). Develops and maintains tracking tools for all assigned responsibilities. Reviews DBE/DVBE/SB contract goals for compliance and recommends or initiates appropriate action when violations occur. Works closely with field staff, Contract Payments, management, and administrative support units. Assists the District Contract Compliance Supervisor with preparing reports and supports the development and implementation of Caltrans policies related to compliance with and enforcement of Public Contract Code and Federal Highway Administration provisions. May assist the Office of Civil Rights with investigations involving FHWA violations and construction-related complaints. Responds to California Public Records Act requests as needed and performs additional duties related to contract compliance. Maintains organized paper and electronic filing systems for unit correspondence, ensuring records are orderly and easy to retrieve. Maintains and updates various databases using tools such as Microsoft Excel, Smartsheet, and Google Forms as requested by supervision or management. Performs a range of administrative support tasks, including research, data collection, and preparation of reports or charts. Carries out other assignments as directed by management to support division operations, provided tasks remain within the scope of the position.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

<sup>1</sup>ESSENTIAL 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.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Standard Specifications, California Code of Regulations, Public Contract Codes, Code of Federal Regulations, Military & Veterans Codes, construction and contract administrative practices provided in the Construction Manual. Knowledge of State/Federal statutes, regulations, and administrative interpretations relative to all aspects of contract compliance and the departments DBE/DVBE/SB programs.

Ability to establish and maintain effective working relationships internal and external parties including, the public, contractors and their employees among other organizations.

Ability to respond to inquiries providing accurate and timely information including appropriate authoritative references.

Ability to research, analyze, interpret and apply contract specifications, regulations, laws, and other monitoring requirements for a high volume caseload.

Ability to conduct complex and sensitive field investigations and make decisions as to the necessity of instituting contract withholdings and assessment of penalties. Ability to write, edit, and convey complex information, such as investigative findings clearly and concisely to an outside party.

Proficiency in the use of computers and computer software applications including Microsoft Office programs, Word Excel, and PowerPoint.

Possess excellent time management and organization skills to meet deadlines to ensure timely project delivery.

Strong verbal and written communication and documentation skills and possess great attention to detail.

Ability to work as a team, maintaining professionalism and collaborative working relationships to accomplish the tasks required.

Ability to perform thorough and completed staff work, and assist in developing or modifying existing procedures to meet program needs.

Knowledge of proper grammar, punctuation, modern English, and math.

Exercise good judgment and personal skills in dealing with field staff, District Office personnel and other contacts during the day.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to contract compliance may result delays in contract delivery and in non-conformance with Federal, State laws, Public Contract Code or contract provisions. Errors may also result in a contractor not being properly utilized as required per the contract.

Errors may also result in the loss of federal funds and/or sanctions due to non-conformance of Federal Highway Administration regulations, or other contract violations under the departments DBE Program.

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### PUBLIC AND INTERNAL CONTACTS

Communicates effectively and work closely with the Department's district and headquarters staff, district management and other functional units. The incumbent also communicates with federal, state, and local agency personnel, representatives from the Department of General Services, FHWA, construction contractors/subcontractors and their personnel as well as members of the public. Ability to project competence and integrity.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stay in the stationary position for long periods of time, move large or cumbersome boxes and equipment from one location to another. Move up to 25 pounds; occasional movement while working. The workload is subject to frequent, substantial, and unexpected changes.

Mental requirements include sustained mental activity needed for report writing, problem solving, attention to detail, analysis, reasoning and dealing with emergency and crisis situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with strict deadlines. 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 requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; can adapt to organization and functional changes; 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.

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### WORK ENVIRONMENT

The work is primarily performed in an office environment. The position may require teleworking and/or reporting to an assigned in-office or off-site location with climate-controlled conditions and artificial lighting; temperatures may vary. Telework and on-site expectations are determined by the Division based on operational needs. In-person attendance may be required with short notice, and the incumbent must be able to report to the worksite when urgent needs arise. Regular use of computers and office

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equipment is required, with frequent exposure to large volumes of paperwork, filing, and data entry. Occasional fieldwork may be required at construction field offices, project sites, and contractor business locations statewide. Field environments may include exposure to equipment, machinery, chemicals, dust, uneven terrain, loud noise, humidity, and extreme temperatures. Appropriate personal protective equipment including hard hat and safety vest is required at all times in the field. Some overnight travel may be required for meetings and training. Overtime, flexible hours, and restricted vacation periods during peak workload times may also be necessary.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION 08 Construction/Contract Compliance	
WORKING TITLE Contract Compliance Analyst	POSITION NUMBER 908-500-5393-XXX	REVISION DATE 06/22/2026

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 Supervisor I, the incumbent works independently and is responsible for the more complex issues, performing audits and investigations, educating various individuals, contractors, subcontractors, or other groups while administering and enforcing contract requirements for construction "public works" contracts covering San Bernardino and Riverside Counties. Incumbent will take appropriate action for violations related to the departments Disadvantaged Business Enterprise (DBE) Program while enforcing the Standard Specifications and Special Provisions during their contract administration, including monitoring and enforcing prompt payment and subletting and subcontracting fair practices act matters in addition other contract requirements. A valid driver's license is required when operating State vehicles, and while conducting State business.

**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. (Safety, Employee Excellence - Collaboration, Equity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, 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. (Safety, Equity, Employee Excellence - Equity, 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. (Safety, Equity - Collaboration, Equity, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Equity, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity, Employee Excellence - People First, Pride, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - 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. (Safety, Employee Excellence - Integrity, People First, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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45%	E	Independently performs comprehensive analyses of Caltrans construction contracts to ensure compliance with all DBE Program requirements, Federal Highway Administration regulations, and State laws. Serves as a subject-matter resource on DBE participation, terminations and replacements, DVBE substitutions, Subletting and Subcontracting Fair Practices Act (PCC 4100–4110) issues, Prompt Payment Act investigations (PCC 10262/10262.5), and Commercially Useful Function (CUF) monitoring and enforcement for District 8 (San Bernardino and Riverside Counties). Conducts investigations and recommends enforcement actions for contractor non-compliance, including calculating penalties and recommending referrals to the Contractors State License Board for potential disciplinary action. Prepares exhibits for administrative violation hearings and may testify on behalf of the Department. Independently reviews and analyzes data and prepares formal correspondence to contractors outlining compliance requirements, procedural guidance, or violations resulting in monetary penalties. Investigates CUF-related complaints and reviews required documents such as Subcontracting Requests, Monthly DBE payment reports, and Final Reports. Initiates fund withholds for performance failures and monitors payments to ensure subcontractors and other entities are paid promptly in accordance with the Prompt Payment Act. Provides guidance to external partners on documenting Good Faith Efforts and fulfilling contractual requirements. Researches, interprets, and applies laws and regulations for staff involved in contract administration. Responds to internal inquiries with timely and accurate information and reports any irregularities to the District Contract Compliance Supervisor.
30%	E	Independently reviews and conducts detailed analyses of contractor and subcontractor documents, including contract special provisions, bid documents, DBE/DVBE commitment forms, executed contracts, invoices, and other supporting records. Analyzes data and investigates potential violations of contract provisions when warranted. Represents the State at pre-construction meetings and provides procedural guidance on contract compliance requirements. Initiates enforcement actions for potential violations of the Subletting and Subcontracting Fair Practices Act and other contract provisions, including submitting referrals to the Contractors State License Board for possible Business and Professions Code violations. Prepares correspondence to contractors regarding required documentation and uses the Standard Specifications, State and Federal regulations, the Public Contract Code, and other resources to determine approval or denial of termination, replacement, and substitution requests. Communicates with Resident Engineers and support units during monitoring activities. Reviews contractor invoices and subcontract documents to ensure subcontract terms align with contract requirements and that Prime contractors comply fully. Provides interpretation, guidance, and clarification to Area Construction Managers, Construction Engineers, and Resident Engineers on contract provisions, including DBE requirements and the Subletting and Subcontracting Fair Practices Act.
20%	E	Acts as a mentor by providing training, guidance, and support to contract compliance analysts, inspectors, Resident Engineers, contract managers, and other District 8 staff. Develops and maintains the Contract Compliance Unit's desk manual and assists in creating and delivering training on State and Federal laws, DBE/DVBE/SB programs, Standard Specifications, Special Provisions, and related contract requirements. Maintains and updates contractor information in the B2Gnow system and develops tracking tools for assigned responsibilities. Reviews DBE/DVBE/SB contract goals for compliance and recommends or initiates corrective action when violations occur. Collaborates with field staff, Contract Payments, management, and administrative support units. Assists the District Contract Compliance Manager with reports, policy development, and implementation of Public Contract Code and Federal Highway Administration (FHWA) requirements. May support the Office of Civil Rights with FHWA-related investigations and respond to Public Records Act requests. Maintains organized electronic and paper files and updates databases using Excel, Smartsheet, Google Forms, and other tools. Performs research, data collection, and prepares reports and charts as needed.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

<sup>1</sup>ESSENTIAL 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.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Standard Specifications, California Code of Regulations, Public Contract Codes, Code of Federal Regulations, Military & Veterans Codes, construction and contract administrative practices provided in the Construction Manual. Knowledge of State/Federal statutes, regulations, and administrative interpretations relative to all aspects of contract compliance and the departments DBE/DVBE/SB programs. Ability to establish and maintain effective working relationships internal and external parties including, the public, contractors and their employees among other organizations. Ability to respond to inquiries providing accurate and timely information including appropriate authoritative references. Ability to research, analyze, interpret and apply contract specifications, regulations, laws, and other monitoring requirements for a high volume caseload. Ability to conduct complex and sensitive field investigations and make decisions as to the necessity of instituting contract withholdings and assessment of penalties. Ability to write, edit, and convey complex information, such as investigative findings clearly and concisely to an outside party. Proficient in the use of computers and computer software applications including Microsoft Office programs, Word Excel, and PowerPoint. Incumbent must possess excellent time management and organization skills to meet deadlines to ensure timely project delivery. Possession strong verbal and written communication and documentation skills and possess great attention to detail. Ability to work as a team, maintaining professionalism and collaborative working relationships to accomplish the tasks required. Ability to perform thorough and complete staff work and develop or modify existing procedures to meet program needs. Knowledge of proper grammar, punctuation, modern English, and math. Must exercise good judgment and personal skills in dealing with field staff, District Office personnel and other contacts during the day.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors related to contract compliance may result delays in contract delivery and in non-conformance with Federal, State laws, Public Contract Code or contract provisions. Errors may also result in a contractor not being properly utilized as required per the contract. Errors may also result in the loss of federal funds and/or sanctions due to non-conformance of Federal Highway Administration regulations, or other contract violations under the departments DBE Program.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent must communicate effectively and work closely with the Department's district and headquarters staff, district management and other functional units. The incumbent must also communicate with federal, state, and local agency personnel, representatives from the Department of General Services, FHWA, construction contractors/subcontractors and their personnel as well as members of the public. Must be able to project competence and integrity.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to stay in the stationary position for the long periods of time, lift, carry and move large or cumbersome boxes and equipment from one location to another. Must be able to lift and carry up to 25 pounds; occasional bending, crouching, reaching, pulling, stooping, and kneeling. The workload is subject to frequent, substantial, and unexpected changes. Mental requirements include sustained mental activity needed for report writing, problem solving, attention to detail, analysis, reasoning and dealing with emergency and crisis situations. Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with strict deadlines. 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 requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; can adapt to organization and functional changes; recognize emotionally charged issues or problems; and acknowledge the various responses. 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.

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### WORK ENVIRONMENT

The work is primarily conducted in an office environment. This position may be required to telework and/or perform in-office/offsite work at an assigned location that is climate-controlled and under artificial light, building temperatures may fluctuate. The amount and availability of telework and/or in-office/off-site work will be determined by the Division based on the functions of the position. In person attendance may be required based on operational needs; incumbent is expected to be able to report to the worksite with minimum notification if an urgent need arises. Use of computers and other office equipment is required. Incumbent will have exposure to high volumes of paperwork, filing, and data entry. Occasional field work to construction field offices, construction project sites, and/or contractor's business offices throughout the state may be required. Incumbent may be exposed to equipment, machinery, chemicals, dust/dirt, high decibels of noise, uneven surfaces, humidity and/or extreme heat and cold. Hard hat, safety vest, and appropriate personal protective equipment must be always worn in the field, no exceptions. Some overnight travel may be required for meetings and training. Overtime and flexible hours may be required. Vacations may be restricted during peak times.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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