STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst II	D3/North Region Construction/Contract Enforcement Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Contract Enforcement Analyst	903-502-5393-XXX	

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

GENERAL STATEMENT:

Under the general direction of the Supervisor I, Contract Enforcement Unit, the incumbent independently monitors and enforces compliance with federal and state-funded construction contract requirements, including Commercially Useful Function (CUF), subcontracting participation, Disabled Veteran Business Enterprise (DVBE), Small Business (SB), and Prompt Payment requirements, in accordance with the Public Contract Code, Military and Veterans Code, FHWA regulations, and Caltrans Standard Specifications. Ensures subcontractors are paid timely in compliance with the Prompt Payment Act. At project completion, incumbent reviews and verifies final utilization of listed subcontractors and certified firms. Upon reinstatement of the Disadvantaged Business Enterprise (DBE) Program, the incumbent will resume oversight and enforcement of DBE participation requirements.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Climate Action, Prosperity, Employee Excellence - Innovation, Integrity, People First, 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. (Climate Action, Prosperity - Collaboration, Innovation, People First)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Prosperity - Collaboration, Innovation, Integrity, People First, Pride, 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. (Employee Excellence - Collaboration, Innovation, Integrity, 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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity - Innovation)

TYPICAL DUTIES:

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

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35%	E	Under the general direction of the Supervisor I, Contract Enforcement Unit, the incumbent independently performs duties related to contract compliance and goal attainment on federal and state-funded construction contracts. Responsibilities include reviewing, analyzing, and verifying subcontractor participation through post-bid documentation and the Labor Compliance Program (LCP) Tracker; evaluating payment records to ensure subcontractors are paid in accordance with the Prompt Payment Act, and assessing Commercially Useful Function (CUF) compliance. At project completion, reviews and verifies required final utilization reports for Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) participation. Upon reinstatement of the Disadvantaged Business Enterprise (DBE) Program, the incumbent will resume monitoring DBE participation and payment compliance, including review of required monthly and final utilization reports.
25%	E	Under the general direction of the Supervisor I, Contract Enforcement Unit, the incumbent independently enters, monitors, tracks, and reviews payments to all subcontractors and other entities reported in the Caltrans Payment Database (B2G). Incumbent independently investigates Prompt Payment complaints and violations and issues penalties for violations under the California Public Contract Code.
25%	E	Under the general direction of Supervisor I, in the Contract Enforcement Unit, the incumbent independently works on Contract Status and Contract Compliance reports, Stop Payment Notices, and reports activities and penalties/violations in the Caltrans HQ database. Incumbent monitors and investigates subcontractors participation on the federally and state-funded contracts, DVBE and SB utilization, issues withholds for delinquent or inadequate contract document records, and penalties for violations for underutilization of listed subcontractors and DVBEs, utilization of unlisted subcontractors without prior Department approval, Prompt Payment violations, and notifies contractors of contract violations.
10%	M	Under the general direction of the Supervisor I, in the Contract enforcement Unit, the incumbent assists the Resident Engineers with all contractor substitution requests and coordinates the substitution process among prime contractors, subcontractors, and Caltrans. The incumbent schedules, organizes, and participates in Public Hearings related to violations issued by the Department.
5%	M	The incumbent develops and delivers presentations to various audiences in person and via web-based conferencing platforms. Travel may be required to conduct EEO interviews, Home Office Reviews, CUF Reviews, and to attend District Resident Engineer meetings.

[1]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
The position may act as a lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must possess a working knowledge of desktop PC and commonly used office automation software, specifically the Microsoft Office 365, FileMaker Pro and other databases. Incumbent must be knowledgeable in Construction/ Maintenance work terminology, and have the ability to work closely and communicate efficiently with other people. Must have the ability to establish and maintain records, prepare draft reports, exhibits, and displays. The incumbent must be able to work cooperatively with all levels within the Department, and individuals from other state agencies, contractors, and the public. Must exercise good judgment and personal skills in dealing with field staff, Region Office personnel, and other contacts during the course of the day.
Incumbent must have the ability to analyze and interpret complex procedures and apply those procedures to supporting North Region Construction field staff. The incumbent is expected to work independently and be a resource for the construction field personnel. Must be able to perform thorough and complete staff work and develop or modify existing procedures to meet current program needs. Must have knowledge of proper grammar, punctuation, modern English, and math.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors related to these responsibilities will result in the program delivery delays in the North Region Construction Program as a result of field staff that is not adequately supported, inefficiently or improperly deployed resources, and wasted staff time.

PUBLIC AND INTERNAL CONTACTS
Incumbents must be able to respond to customer service requests in a timely, efficient, and professional manner. Customers include the North Region field and office staff, corporate staff, contractors, vendors, and the general public.

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POSITION DUTY STATEMENT

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

When at incumbent's base office setting, an employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the incumbent's work, must maintain cooperative working relationships within the environment. At times, an employee may be required to drive to various field offices and to the District Shop.

WORK ENVIRONMENT

The incumbent, when working at the base office site, will be subject to a climate-controlled environment, artificial lighting, etc. Incumbent will work with personnel throughout the North Region, which will require travel to various construction field offices. The incumbent must be able to work cooperatively with all levels within the Department, and individuals from other state agencies, contractors, and the public.

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

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POSITION DUTY STATEMENT

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CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Analyst I	D3/North Region Construction Contract Enforcement Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Contract Enforcement Analyst	903-502-5157-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 of the Supervisor I, Contract Enforcement Unit, the incumbent supports the monitoring and enforcement of regulatory requirements for federally and state-funded construction contracts. Responsibilities include assisting with compliance oversight for Commercially Useful Function (CUF), subcontracting participation, Disabled Veteran Business Enterprise (DVBE), Small Business (SB), and Prompt Payment requirements in accordance with the Public Contract Code, Military and Veterans Code, FHWA regulations, and Caltrans Standard Specifications. The incumbent also supports Prompt Payment monitoring and other applicable contract provisions. At project closeout, the incumbent reviews and verifies the final utilization of listed subcontractors and certified firms, and assists with related requirements upon reinstatement of the Disadvantaged Business Enterprise (DBE) program.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Prosperity - Integrity, People First, 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. (Climate Action, Employee Excellence - Innovation, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- **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. (Prosperity, Employee Excellence - Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Integrity)

TYPICAL DUTIES:

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35%	E	Under the general direction of the Supervisor I, Contract Enforcement Unit, the incumbent assists with duties related to contract compliance and goal attainment for federally and state-funded construction contracts. Responsibilities include assisting with the review, analysis, and verification of subcontractor participation through post-bid documentation and the Labor Compliance Program (LCP) Tracker; evaluation of payment records to ensure subcontractors are compensated in accordance with the Prompt Payment Act; and assessment of Commercially Useful Function (CUF) compliance. At project closeout, the incumbent assists with the review and verification of required final utilization reports for Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) participation. Upon reinstatement of the Disadvantaged Business Enterprise (DBE) Program, the incumbent assists with monitoring DBE participation and payment compliance, including the review of required monthly and final reports.
25%	E	Under the general direction of the Supervisor I, Contract Enforcement Unit, the incumbent enters, monitors, tracks, and reviews payments to all subcontractors and other entities reported in the Caltrans Payment Database (B2G). Incumbent assists in Prompt Payment complaints investigations and violations and issues penalties for violations under the California Public Contract Code.
25%	E	Under the general direction of Supervisor I, in the Contract Enforcement Unit, the incumbent assists in work on Contract Status and Contract Compliance reports, Stop Payment Notices, and reports activities and penalties/violations in the Caltrans HQ database. Incumbent monitors and investigates subcontractors participation on the federally and state-funded contracts, DVBE and SB utilization, issues withholds for delinquent or inadequate contract document records, and penalties for violations for underutilization of listed subcontractors and DVBEs, utilization of unlisted subcontractors without prior Department approval, Prompt Payment violations, and notifies contractors of contract violations.
10%	M	Under the general direction of the Supervisor I, in the Contract enforcement Unit, the incumbent assists the Resident Engineers with all contractor substitution requests and coordinates the substitution process among prime contractors, subcontractors, and Caltrans.
5%	M	Travel may be required to conduct EEO interviews, Home Office Reviews, CUF Reviews, and to attend District Resident Engineer meetings.

[1]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
The position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must possess a working knowledge of desktop PC and commonly used office automation software, specifically the Microsoft Office 365, FileMaker Pro and other databases. Incumbent must be knowledgeable in Construction/ Maintenance work terminology, and have the ability to work closely and communicate efficiently with other people. Must have the ability to establish and maintain records, prepare draft reports, exhibits, and displays. The incumbent must be able to work cooperatively with all levels within the Department, and individuals from other state agencies, contractors, and the public. Must exercise good judgment and personal skills in dealing with field staff, Region Office personnel, and other contacts during the course of the day.
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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

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