

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	DISTRICT/DIVISION/OFFICE Office of Business and Economic Opportunity – Certification Branch	
WORKING TITLE Certification Analyst	POSITION NUMBER 913-088-5393-006	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department of Transportation (Caltrans) to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under general direction of the Certification Branch Manager, a SSM I, the incumbent is responsible for performing complex eligibility determinations and preparing a variety of correspondence for the Disadvantaged Business Enterprise/State Minority Business/State Women Business Enterprise (DBE/SMBE/SWBE) Programs. The Certification Branch has the sole responsibility, to process applications from customers statewide and from other states as well. The incumbent is responsible for ensuring DBE certification is complete as per the stipulations of the Code of Federal Regulations (CFR), Title 49 – 49 CFR Part 26, and other regulations and laws pertaining to the responsibilities of the Office of Business and Economic Opportunity (OBEO). Specific duties include, but are not limited to:

TYPICAL DUTIES:

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

50% (E)	Independently determine eligibility of complicated and difficult certification applications by assessing documents including, but not limited to, IRS tax filings for businesses, personal filings for individuals, corporation documents such as bylaws, partnership agreements, and contractors licensing requirements and regulations, professional engineering licenses and regulations, to determine eligibility for the program. Must apply comprehensive knowledge and understanding of CFR (Titles 13 and 49), U. S. Department of Transportation (U.S. DOT) and Federal Highway Administration (FHWA) guidelines and procedures to ascertain the eligibility of applicants for the Federal DBE Program. Apply appropriate sections of the regulation to prepare denial letters for ineligible applicants. Work in close conjunction with Compliance Analysts for the completion of detailed site visit questionnaire to ensure relevant/accurate information is obtained from interviews conducted with applicants at their business locations.
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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

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- 40% (E) Complete ongoing eligibility determination on exiting certified firms by re-evaluating business size standards, individual personal net worth, and licensing requirements and make appropriate changes to customer profile. Also, accept and process requests to add/remove services to businesses to facilitate bidding on federal aid contracts with Caltrans and other local agencies. Provide customer service via the phone and for walk-in applicants fielding questions from the general public regarding the program. Respond to requests from the U. S. DOT on denial and decertification appeals and work with stakeholders to respond to challenges of a firm's certification received from third parties. Responsible for handling highly sensitive political issues, such as referrals from the Director, Agency, Governor, legislative inquiries, and other correspondence requiring responses.
- 10% (M) Provide support to other OBEO branches as subject matter expert (SME) for certification requirements and guiding regulations. Provide support and input to a project team pertaining to the update/replacement of certification database, and/or on-going clean-up of work codes utilized for certification. Research prevailing regulatory requirements and business practices in areas such as construction, professional services, transportation, manufacturing, wholesaling, and procurement, with a view to update existing policies, procedures and processes.

SUPERVISION RECEIVED:

The Associate Governmental Program Analyst – Certification Analyst receives general direction from the Staff Services Manager I, but is responsible for independent action on matters of varying degrees of difficulty.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS:

Perform the more responsible, varied and complex professional-level analytical administrative work. Utilize analytical techniques to resolve of action. Reason logically and creatively. Consult and advise on a variety of subject matters. Assume increasingly complex responsibility.

Should have a thorough understanding and knowledge of business practices and structures, State Contractors licensing requirements, the Professional Engineers Act and Land Surveyors Act, Federal tax codes, State regulatory agency requirements, and corporate documents and instruments. The incumbent should also have ability to gather facts and evidence and strong writing skills to facilitate in writing response to applicants and the U.S DOT.

Maintain cooperative working relationships with all levels of Caltrans staff, various private sector groups, representatives of other Federal and State agencies, and the public.

RESPONSIBILITY FOR DECISIONS, ACTIONS, AND CONSEQUENCES:

Disadvantaged Business Enterprise certifications are highly sensitive. Poor judgment by the incumbent when evaluating application information could result in litigation, loss of

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