

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Government Program Analyst	08/Administration/Equal Employment & Business Outreach	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Business Outreach and Title VI Liaison	908-009-5393-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Small Business and Equal Employment Opportunity Manager, a Staff Services Manager I, the incumbent will provide complex administrative staff work for the Small Business Enterprise Program (SBEP), the Disadvantage Business Enterprise (DBE) and the Disabled Veteran Business Enterprise programs, to include partnerships with the District's Small Business Liaison to ensure compliance with Governor's Executive Orders, legislative statutes and Department policy. Serves as the Title VI Liaison for the District and as a point of contact for the public to initiate complaints of discrimination. Incumbent will provide a broad range of services to management and help ensure compliance with Departmental Policy and Directives related to Title VI of the 1964 Civil Rights Act. Incumbent is required to travel to mandatory Civil Rights training, meetings, conferences and assist with conducting on site training or confidential intake interviews throughout San Bernardino/Riverside Counties. Additionally, the incumbent will develop and administer small business workshops, attend small business fairs, pre-construction and mandatory pre-bid meetings meetings and other outreach events. Possession of a valid drivers's license is preferable.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Serves as Business Outreach and Title VI Liaison for District 8. Working independently, establish and implement small business outreach and marketing strategies to enhance Small Business Enterprise Program (SBEP), the Disadvantage Business Enterprise (DBE) and the Disabled Business Enterprise (DVBE) program participation. Consult and represent District interests with internal and external organizations involving the District's small business program. Develop lasting relationships with transportation partners such as the Riverside County Transportation Commission, the San Bernardino Associated Governments and prime contractor firms.
	Research, develop and present community workshops for contractors within the District. Using social media and other web based tool, analyzes, reviews and publishes to targeted small business firms, the business information disseminated by Caltrans' Office of Business and Economic Opportunity; the Department of General Services; Labor and Workforce Development Agency; Employment Development Department; the Governor's Office of Business and Economic Development, and local entities and summarize activities for email distribution to the District's regional industry partners. Independently design, construct, provide, direction, oversight and maintenance of the District's Small Business website. Analytically respond to questions from business owners seeking to provide a service to the District. Attends the District's regularly scheduled Business Liaison meetings. Assists with the Southern California Region Small Business Council.
	Construct flyers and a quarterly newsletter which will be sent to stakeholders regarding small business opportunities and events within the District. Research and identify industry groups who should be targeted for small business certification and outline to the firm the steps required to do business with Caltrans. Attend stakeholder meetings and present information related to small business and DBE utilization.
	Co-Chair the District's annual Procurement Expo by developing the marketing materials and analyzing whether a firm is eligible to participate in the event. Coordinate the event logistics.

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- 35% E Title VI, EEO Program Administration (federally aided programs and activities)
Acts as the Title VI Program Liaison and assists in providing training and technical assistance, relating to compliance of the federal 1964 Civil Rights Act/Title VI Program. Participates in pre-construction meetings to give program overview to contractors/sub-contractors to enhance understanding and adherence to Title VI guidelines. Participate in public meetings and outreach events relative to Caltrans projects to educate and respond to questions about Title VI. Facilitate monthly meetings with other Caltrans Divisions to ensure consistency with Title VI Program Plan. Incumbent may assist Discrimination Complaint Investigation Unit (DCIU) in coordination of investigations, interviews and responses to Title VI complaints. Assists the Headquarters Title VI Coordinator and staff with compliance reviews. Coordinates Annual Title VI Report.
- Assist District officials with the review of local and regional transportation agency Public Participation Plans, Regional Transportation Plans, Overall Work Plans, Environmental Impact Reports, Transportation Concept Reports and other types of plans and grant applications in relationship to Title VI requirements. Incumbent will make recommendations to senior Caltrans and to regional transportation officials regarding Title VI program implementation.
- Independently monitor and take corrective action within division/ district for Title VI compliance. Ensure documentation of Title VI activities.
- Developing Title VI information for public dissemination, where appropriate, in languages other than English. Administer the Limited English Proficiency (LEP) and Bilingual Services.
- 10% E Title VII, EEO Program Administration (Employment)
Partner with the District's Equal Employment Opportunity Officer regarding implementation of Title VII of the 1964 Civil Rights Act, CA Title II (CA Fair Employment & Housing Commission (FEHC) regulations and Fair Employment & Housing Act (FEHA), the Federal Americans with Disabilities Act of 1990 (ADA), and applicable state laws relating to equal access and employment opportunities. Incumbent will provide training to Caltrans employee regarding these and related topics.
- In the absence of the Lead EEO Officer (and in some cases as a team), the incumbent will provide consultation and direction to management and employees on the implementation of the Department's Equal Employment Opportunity (EEO) Programs relating to Title VII of the Civil Rights Act of 1964 and relevant laws under the Fair Employment and Housing Act (FEHA). Acts as advisor and staff resource to supervisors and managers concerning their responsibilities in regard to Director's Policies and Deputy Directives relative to Equal Opportunity, Americans with Disabilities Act, Sexual Harassment, Religious Accommodation, Disability.
- The Incumbent will develop presentations and provide training to managers, supervisors and employees regarding EEO policies, procedures and process. Training includes mandated Sexual Harassment Prevention Training for supervisors, as well as district sponsored Equal Opportunity Awareness, Disability Awareness, Diversity and Disability training sessions. Generally partners with other unit member to present training. May participate in Headquarters driven task forces and assist with coordination of statewide conferences.
- 5% E As designated purchasing agent, through purchase orders via Electronic Financial Information System (EFIS) and as Cal-Card holder for Small Business, Recruitment, and Equal Employment Opportunity unit, assists in the coordination and processing of purchase requests for equipment and office supplies requests; including assessing equipment needs, process contracts invoices, justification forms, process appropriate payment/receiving documents and reconciles EFIS Advantage program requirements.
- 5% E Special Programs
Participates and/or works in partnership with EEO and small business peers relative to special program related activities or training in the District which promote the concepts of such programs as "Diversity Day: and "Bring a Child to Work Day., Mandatory Pre Bid Meetings, Procurement

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Fair, etc. Assist or take the lead in coordination of special activities and/or other special assignments. Also assists in the coordination of the annual "Disability Awareness Month. "

5% M Attend public and community meetings after normal work hours. Perform back-up duties of Title VII EEO and of the Small Business Liaison. Perform other duties as assigned which are relevant to position as directed by Small Business/EEO Manager.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Position requires knowledge of Caltrans activities and processes. Must have strong written and verbal communication skills; able to prepare detailed written correspondence, in a clear and logical manner, regarding EEO and small business matters/issues; compile statistical reports, and submit monthly reports to the headquarter's Office of Business and Economic Opportunity/DCIU; ability to give effective verbal presentations. Must possess good computer skills utilizing Microsoft Word, Excel, Power Point and Acrobat Reader. Must be familiar with the internet research tools and social media. Knowledgeable of the State and Federal Equal Opportunity laws/regulations pertaining to Equal Opportunity, Civil Rights and ADA. Analyze District-wide data for Headquarters/Federal Highway Administration reporting requirements. Knowledgeable of the DBE, SBE and DVBE programs; research and analyze applicable regulations to determine if a small business is eligible for DBE/SBE/DVBE certification. Construct and provide summary analysis regarding public participation at Caltrans' outreach events. Independently organize and lead internal/external teams and apply decision making skills following Department policy. Provide advice and strategic council to management regarding Title VI investigations and appropriate outcome. Incumbent must possess strong interpersonal skills and cultural sensitivity to work with District personnel staff at all levels. Sound, fair judgment and trustworthy, ethical behavior are key traits for this position, to maintain confidentiality, be a team player, and take initiative. Ability to identify problems and independently research reasonable remedies to resolve issues at the lowest level possible at the district level and/or make referrals to the Caltrans DCIU, when appropriate. Tact, diplomacy, flexibility, objectivity, initiative, and a willingness and ability to take direction in a positive, professional manner are required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will encourage, support and report on Title VI and the District's small business program and both in partnership with the lead EEO officer and Small Business Liaison. The Incumbent is responsible for reporting activities to federal and state partners, build relationships with small businesses and develop workshop/educational activities for stakeholder groups. Improper resolution of issues or failure to recommend the appropriate course of action could result in the District's and/or Department's non-compliance with federal and state laws, regulations, and guidelines, which could result in lawsuits, loss of federal funds and District productivity.

PUBLIC AND INTERNAL CONTACTS

Independently confer and communicate with all levels of staff and public; supervisors, managers and employees with the Department and other state agencies, Headquarters and other governmental agencies, private industry and the public. Must represent the Department at public meetings, workshops and other public activities.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent must be able to travel for small periods to meetings throughout the District boundaries. Incumbent may be required to sit for long periods of time using a personal computer. Will be required to assist with set up of training classroom and workshop facility with necessary equipment and move boxes/equipment weighing up to 20 pounds. Requirements include punctuality and good attendance.

Mental: Will be required to engage in sustained mental activity to produce reports, problems solving, analysis and reasoning; must have the ability to multi-task, adapt to change in priorities, and complete tasks or projects with short notice; must be responsible and reliable.

Emotional: Incumbent will be required to develop and maintain cooperative relationships with staff at all levels; respond appropriately and tactfully to difficult situations with emotionally charged individuals, issues or problems. Must be able to maintain confidentiality and exhibit calm, professional demeanor when interacting with others and especially when interacting with upset customers. It is expected and required that the incumbent will model his/her work behavior to comply with policies the EEO Office promotes and uphold.

Requires sufficient mental strength, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

WORK ENVIRONMENT

This position is physically located in the Caltrans District 8, San Bernardino Office. Some travel is required throughout District boundaries and some travel throughout California.

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.)

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