STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Administration/External Affairs/Small Business-Recruitment	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Small Business Liaison and Recruitment Coordinator	908-032-5393-	

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 Supervisor/Manager, a Staff Services Manager I, the incumbent preforms complex administrative staff work and analysis for the Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), and Disabled Veteran Business Enterprise (DVBE) programs. The incumbent will identify and implement actions necessary to ensure District compliance with Executive Orders D-37-01, D-43-01, S-02-06, and S-11-06 and is responsible for identifying objectives and necessary actions to meet and/or exceed the District's small business goals and the State's mission. Additional responsibilities include complex analysis and administration of the District's recruitment, Adopt-A-School, Volunteer, and Student Assistant programs.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Serve as District Small Business Liaison and will administer the Small Business program, analyze contracts and procurement opportunities, and review District construction projects and purchases to ensure compliance with small business enterprise policies and directives. Represent District and consult with internal and external organizations involving the small business program. Develop and maintain effective working relationships with other state agencies, units within the Department, and contractors. Review and recommend actions that can assist Divisions with using small businesses. In coordination with the District's Small Business Outreach staff, develop community workshops for contractors within the District. Work directly with the District Administrative Officers (AO) and purchasing agents to ensure departmental small business procurement goals are met. Adhere to and ensure compliance with applicable State and Federal laws, Departmental policies, and recommend ideas for improvement. Assist in training contract managers and setting up various training classes. Work with Cal-Card purchasers to increase small business utilization. Distribute information received from State-certified vendors related to products and services that can assist the District in meeting mandated goals. Act as liaison to the Department's Office of Business and Economic Opportunity including completing all reporting requirements and analyzing utilization reports for Statewide Small Business Council reporting requirements. Independently organize and plan Mandatory Pre Bid meetings, the District's Procurement Fair, and maintain reporting requirements which includes but is not limited to the Annual Element Report. Represent the Department by independently establishing and maintaining professional relationships with prime contractors, small businesses, and community partners.
20%	E	Responsible for coordinating the Student Assistant and Volunteer programs. Work with the Community College Foundation, Department Human Resource office, and District's Divisions to market, advertise, and coordinate the application and hiring process for Student Assistant and Volunteers. This will include administrating the task order and time sheets. Travel to college campuses to market the program and participate in career fairs as well as write letters to college career offices.
15%	E	Independently research and analyze the educational programs for all colleges, universities, and accredited trade and occupational schools in San Bernardino and Riverside Counties to identify those schools with educational programs related to Caltrans entry-level classifications. Represent the Department by independently establishing and maintaining professional recruiting relationships with identified schools and Employment Development Department. Prepare and deliver presentations to interested groups on Caltrans employment and career opportunities. Develop and maintain a list of occupational/trade/technical and professional organizations located within San Bernardino and Riverside Counties which may be resources for District/Departmental recruitment activities. Serve as the single focal point for all recruitment activities including out-of-state

		recruiting. Participate in special recruitment efforts which focus on the open labor market as needs are identified by the Recruitment/Examination program. Address recruitment difficulties by partnering with local colleges to develop programs needed to create candidate pools. Participate in on-campus and community sponsored career fairs and maintains a current supply of recruitment materials and equipment. Recruit, identify and maintain a current list of District 8 staff to represent the district at recruitment functions. Partner with local universities and colleges to broaden relationships beyond career fairs.
10%	E	Oversee and coordinate the Adopt-A-school program by introducing to elementary, middle school, and high school students the potential career opportunities of Caltrans in all fields of employment with emphasis on Civil Engineering, Land Surveying, Planning, and Environmental positions. Schedule classroom presentations using district volunteers to get this message to students.
5%	M	Oversee special program assignments within the External Affairs branch which include the areas of Government and Legislative Affairs, Public Information Office, and Map Files units. Assist with the implementation of the annual Legislative Conference, media event assistance, responding to constituent questions, and assist businesses with researching records.

[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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to work professionally and present information clearly and logically, both verbally and in writing to supervisor, employees, and the public. Using a variety of techniques, identify and resolve issues; and have some knowledge of regulations, policies, procedures, principles and practices of general business management. Applicable laws and regulations include but are not limited to knowledge of the State Departmental contract manual and Caltrans' contracting policies, and applicable portions of the State Administrative Manual.

Thorough knowledge of the Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), and Disabled Veteran Business Enterprise (DVBE) programs.

Knowledgeable of personal computer system and computer application programs i.e., Microsoft Word, Excel, Outlook, and Power Point; must have the ability to create database spreadsheets, graphs, charts, reports, and word-processing documents.

Must possess general knowledge of Caltrans and the various functions throughout the District; a general knowledge of recruitment techniques in the State Civil Service Examination process and how the process is applied within Caltrans and the District; recruitment activities and resources; and of colleges and universities to be used as recruitment sources.

Must have the ability to communicate effectively with all levels of management, supervisors, rank-and-file, students and representatives from various colleges, universities and local agencies. Must be able to learn quickly.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will assist with the District's Small Business Program including coordination of small business contracting procurement activities across division lines and making some recommendations for improvements to meet less complex goals. The incumbent will assist with reviewing and preparing contract requests and specifications and consulting on proposals and language for the benefit of the District. The consequences of poor contract processing preparation errors or emissions in contract language may result and loss of funds to the State and could result in violations of statutory requirements, causing lawsuits against the State by private contractors or labor unions. Poor judgment could result in delays in compensation of the Department's or other Agency's programs, loss of public trust, or could delay the District in meeting their small business goals.

PUBLIC AND INTERNAL CONTACTS

Communicate with supervisors, managers, and employees within the Department, private industry, and the public. Must develop working relationships with supervisors and employees. Represents the district at meetings and task forces.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: May be required to sit for long periods of time using a personal computer. May be required to assist with set up of training classroom with appropriate equipment and move boxes of recruitment materials weighing up to 30 pounds for various events. Assistance can be provided when needed.

Mental: The work requires considerable analytical ability. Must possess a sustained mental capacity for analysis, problem-solving, reasoning and writing skills. Must have a positive customer service attitude. Must be self-motivated, work independently, and as a team player.

Emotional: Must be able to develop and maintain cooperative working relationships; handle challenging and demanding situations in a calm manner. Must have the ability to multi-task, adapt to changes in priorities, complex tasks within limited time frames.

WORK ENVIRONMENT

While at the base of operations, will work in a climate controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate. May also be required to occasionally travel and spend approximately 5% of time commuting to outside offices and/or facilities and working with individuals outside of the office environment.

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