

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 10/Administration/Equal Employment Opportunity	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Equal Employment Opportunity Officer	910-001-5393-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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 the general direction of the Staff Services Manager I, the incumbent serves as the District Equal Employment Opportunity (EEO) Officer providing assistance to employees, the public, contractors, supervisors and top-level management on equal employment opportunity issues. The incumbent will perform a broad range of services to ensure compliance with Departmental Policy and Directives, Title VI and Title VII of the 1964 Civil Rights Act, the Federal Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1976, and all other applicable state laws relating to equal access and employment opportunities. The EEO Officer must have excellent written and analytical skills, and must possess the ability to deliver completed staff work. This position works independently performing the more responsible, varied and complex technical analytical work with sufficient expertise, and with a minimum amount of guidance and assistance from others.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	The District Equal Employment Opportunity (EEO) Officer is responsible for the interpretation of complex State and Federal laws to enforce Departmental policy of "zero tolerance" for discrimination, and provide a work place free of harassment. The EEO Officer provides consultation and direction to all levels of management and rank and file employees on the implementation of the Department's Equal Employment Opportunity Programs. Acts as advisor and staff resource to management and supervisors concerning their responsibilities in regard to the Director's Policies and Deputy Directives relative to Equal Employment Opportunity, Americans with Disabilities Act, Sexual Harassment Prevention, Religious Accommodation, and raising awareness about diversity in the workplace and persons with disabilities. The incumbent conducts all EEO-related training in the District to both management and rank and file employees. Must be able to effectively communicate and negotiate resolutions in the informal complaint process. Incumbent requires general knowledge of the formal discrimination complaint process and serves as the District liaison with Headquarters and the Central Region.
25% E	The incumbent has sole responsibility for a variety of special programs, including:  The EEO Officer serves as the advisor to District's Disabled Advisory Committee (DAC) and coordinates the meetings. Working with the DAC, other employees and alone, the EEO Officer develops and delivers the annual District's Diversity and Disability Awareness Day and various other cultural awareness events.  Under the Americans with Disability Act (ADA), the EEO Officer is the District's ADA Liaison. The incumbent conducts intakes with individuals who want to report an ADA complaint, and reports the complaint to the contractor for the ADA Program. Attends Statewide ADA Meetings when scheduled via teleconference.  As the Recruitment and Career Outreach Program Coordinator, plans and coordinates all recruitment and career outreach efforts within the District and provides HQ Recruitment with information about local career/job fairs or other events. The incumbent may attend these events representing the District, and will work with District employees to make arrangements for participation in these recruitment/career events.  As the Garrett Morgan Program Coordinator, the incumbent solicits middle schools to get a commitment from a school to agree to participate in this program. Once a school has committed,

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the incumbent provides curriculum information and books for the program, coordinates the assignment of a mentor if needed, monitors the project until the completion of the project, and then coordinates the final nation-wide project competition with the school and HQ.

As the District's Title VI Liaison, the EEO Officer provides direction and guidance to Title VI Program Representatives throughout the District. The EEO Officer is also responsible for working with Headquarters' Title VI Program in coordinating Title VI Compliance Reviews and the annual Title VI Report. Under the Limited English Proficiency Program, the EEO Officer recruits volunteers and maintains the District's Volunteer Language Interpreter List. The EEO Officer prepares the District's EEOP, Title VI, and ADA Annual Element Reports, including accomplishments and goals. The EEO Officer develops district procedures and processes consistent with State and Federal laws and departmental policies, and prepares reports.

The EEO Officer attends Statewide EEOP, ADA and Title VI meetings via video and telephone conferences. Audits and monitors the District's EEO Program for compliance with the District's goals and objectives.

Participates on special committees and task forces as needed. Assists and backs up other functions when needed and assists with special events. May act on behalf of the supervisor in the supervisor's absence.

25% E

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5% M

Participates on special committees and task forces as needed. Assists and backs up other functions when needed and assists with special events. May act on behalf of the supervisor in the supervisor's absence.

<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.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise others. However, employee may act for the supervisor in the supervisor's absence, and may provide lead direction or guidance over other employees within the branch when needed.

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## KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have excellent ability to express ideas and present information clearly and logically, both orally and in writing. Compose effective correspondence on a variety of subjects and prepare written reports. Speak clearly and effectively before groups. Ability to lead and facilitate diverse groups and demonstrate excellent listening skills.

Ability to solve practical problems, recognize and act effectively on need for proactive measures, and deal with numerous variables. Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing. The ability to exercise excellent professional judgment in sensitive and confidential matters is required. Keen analytical ability is essential in order to plan, organize, resolve problems, meet schedules and deadlines, and make recommendations.

Ability to plan, organize and administer an effective EEO Program. Know and understand departmental goals, departmental policies, EEO policies, and procedures. Incumbent requires general knowledge of the formal discrimination

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complaint process. Must work tactfully and effectively with a wide variety of individuals and groups; demonstrate excellent customer service skills. Ability to meet scheduling deadlines, establish and maintain appropriate priorities. Must be organized to assure timely and accurate notifications and responses. Be flexible and negotiate effectively. Possess conflict resolution and extensive interpersonal skills. Must be able to deliver quality work, including completed staff work. Possess knowledge and skills in computer based technology.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for action in carrying out the duties associated with implementing, monitoring and running a district EEO Program. Consequences of bad judgment or decisions will be loss of time, effort and cause delays in program production. Such delays can result in inefficient use or misdirection of district resources, the inability to meet district efficiency and timeline goals, and varying degrees of negative financial impact on the district, region and department.

## PUBLIC AND INTERNAL CONTACTS

Maintains close customer contact with District, Regional and Headquarters personnel at all levels and in all program areas. Frequent contact with all levels of management, district employees, and the public.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and computer monitor. Employee must be able to lift/carry up to 40 pounds. Employee must have the ability to develop and maintain cooperative working relationships with other employees as well as supervisors and managers; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the responses. Employee must have sustained mental capability to follow all policies and procedures. Employee must be able to work alone and in a group environment. Employee must be able to stand for long periods of time when facilitating training or making presentations.

## WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial lighting using a keyboard and computer monitor. Occasional travel may be required. Possession of a valid driver's license and current defensive drivers certification are required.

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