

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 10/Administration/Small Business	
WORKING TITLE District 10 Small Business Liaison	POSITION NUMBER 910-001-5393-XXX	EFFECTIVE DATE

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:

The District Small Business Liaison is responsible for the organizing and overseeing the Small Business Program within District 10. This position reports to the Chief, Office of Administrative Services Branch (Staff Services Manager I) for direction and guidance. This incumbent must possess sufficient expertise to be able to work independently and with minimum amount of guidance and assistance. This position requires a desire to assume increasing responsibilities, and the ability to recognize and handle difficult situations. Duties include, but are not limited to the following:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Serves as the District 10 Small Business Liaison and oversees the Small Business Program. Acts as the main contact at District 10 for small business enterprises to receive information about the benefits of being certified by the State as a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), or Disabled Veterans Business Enterprise (DVBE). The incumbent oversees all public outreach with the small business community, including the San Joaquin Valley Small Business Council (SJVSB) and Sub-Committees. The incumbent will develop and facilitate a Mentor Protégé Program for the construction industry.
30% E	Conducts presentations and outreach at various meetings held by various business organizations, including the Small Business Development Center (SBDC) and Chamber events. Plans, coordinates, and facilitates the District's Annual Procurement Fair. Attends and may participate in other small business related functions/meetings in Headquarters and in other Districts. Receives and distributes information about Small Business vendors to purchasing agents about the vendors and their products
20% E	Prepares monthly activity reports and various ad-hoc reports as requested for District 10 management and Headquarters, including tracking how much business we conduct with small businesses. Keeps District management abreast of small business activities being held both locally and throughout the State.
10% M	Coordinates and shares information with the District's Local Assistance Disadvantage Business Enterprise Coordinator. Performs research to locate and contact various small businesses and to respond to requests from the SJVSB and others requesting information pertaining to small business. May be requested to back-up and assist other units within the branch.

¹ESSENTIAL 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. May act in the absence of the supervisor or perform lead responsibilities on special projects.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Ability to express ideas and present information clearly and logically, both orally and in writing. Compose effective correspondence on a variety of subjects. Possess the ability to speak clearly and effectively before groups. Ability to recognize and act effectively on need for proactive measures, solve practical problems and deal with numerous variables. Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems; makes mathematical computations; develop and evaluate alternatives; analyze data and present ideas and information effectively.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

Incumbent must have the ability to plan, organize and administer an effective small business program to meet the Department's and District's goals and objectives. Incumbent must possess knowledge and understanding of departmental goals, policies and practices relating to small businesses. Must be able to meet scheduling deadlines and maintain appropriate priorities. Employee must be well organized to assure timely and accurate notifications and responses. Employee is required to be flexible and able to negotiate effectively in all situations.

Must have the ability to work tactfully and effectively with a wide variety of individuals and groups, and demonstrate excellent customer service skills. Employee must be able to analyze situations and/or groups to facilitate and have the ability to exercise excellent professional judgment in sensitive matters is required. Strong analytical ability is essential in order to plan, organize, resolve problems, meet schedules and deadlines, and make recommendations. Ability to facilitate groups and demonstrate excellent listening skills is required.

The incumbent must have the ability to operate a personal computer, use MS Office, MS Word, MS Excel, MS Access and other software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the duties associated with implementing and running a small business program. Consequences of bad judgment or decisions will cause delays in program production and loss of time and effort. Such delays can result in inefficient use or misdirection of district resources, the inability to meet district efficiency and timeline goals and could project a negative image of the Department/District to the small businesses communities.

PUBLIC AND INTERNAL CONTACTS

This position maintains close customer contact with the District, other Districts and Headquarters personnel at all levels in various program areas. There is frequent contact with small businesses, including outside vendors, contractors, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must be able to stay mentally focused on long periods of time. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to grasp the essence of new and changing information, and new technical and business knowledge.

Employee may be required to lift boxes and supplies weighing up to 40 pounds.

Employee may be required to work under and deal effectively with pressure while maintaining focus and intensity. Must be able to maintain composure under adverse situations. Employee must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations that may arise. Employee must be able to deal with difficult people and be able to resolve emotionally charged issues reasonably and diplomatically. Must be able to consider and respond appropriately to the needs and capabilities of different people in various settings. Must be tactful and treat others respectfully.

WORK ENVIRONMENT

For the majority of the time the employee will work in a climate controlled office under artificial light. Employee will work in a workstation cubicle in a shared office. The employee may be expected to travel on occasion and will be required to attend business related meetings, events, conferences, and mixers. 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.)

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

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