

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>DISTRICT/DIVISION/OFFICE</b> 88/OBEO/	
<b>WORKING TITLE</b> OBEO Policy and Reports Coordinator	<b>POSITION NUMBER</b> 913-088-5393-	<b>EFFECTIVE</b>

**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 Branch Chief, a Staff Services Manager I, the incumbent will function as a lead policy writer for the Office of Business and Economic Opportunity (OBEO). The incumbent will develop and maintain policies, procedures, and reference material for a broad range of OBEO programs and activities, including data management and reporting, outreach, training, compliance, certification, and program operations. In addition, the incumbent will prepare annual program performance reports to meet federal and state mandates and demonstrate Caltrans' efforts to comply with stewardship obligations as defined by the Federal Highway Administration. The incumbent will ensure mandated reporting is completed accurately and on time.

Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

<b>50% (E)</b>	Develops and maintains policy and policy-related material for six OBEO branches: Policy and Reports, Outreach and Training, DBE Certification, Compliance, Contract Evaluation, and Program Operations. Researches applicable state and federal regulations relative to Disadvantaged Business Enterprise (DBE), Disabled Veteran Business Enterprise (DVBE), Small Business (SB), and Title VI of the Civil Rights Act of 1964 and Related Statutes (Title VI), and existing policies and procedures, to develop and/or update Caltrans Director's Policies, Caltrans Deputy Directives, OBEO policy directives, decision documents, "white papers," and budget change proposals. Develops and maintains reference material for all OBEO programs and activities,
----------------	--

<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

	including but not limited to, internal desk manuals, program manuals and guidelines, fact sheets, and tutorials (e.g., “frequently asked questions”). Develops policy and/or informational bulletins for distribution within the OBEO and to other internal and external stakeholders, as appropriate. Maintains a policy update schedule and tracks the status of policy revisions.
20% (E)	Prepares the Caltrans Disadvantaged Business Enterprise (DBE) Annual Element Report to meet the requirements of Title 49, Code of Federal Regulations, Part 26 (49 CFR, Part 26), and to comply with Caltrans’ stewardship obligations under a Joint Stewardship and Oversight Agreement with the Federal Highway Administration (FHWA). Works with DBE program liaisons throughout Caltrans divisions and districts to develop narrative and statistical reports that highlight division- and district-level DBE program accomplishments and goals, including but not limited to, DBE performance-based outcomes, DBE outreach activities, and changes to DBE-related policies and procedures. Performs quality control review of report submissions, by evaluating content for accuracy and relevancy and identifying areas in which improvement is needed, such as instances of underreporting. Documents discrepant information in the form of written instruction to respondents, and monitors respondents’ compliance with DBE reporting requirements. Tracks division- and district-level efforts toward meeting proposed DBE goals, and creates monthly progress reports for management review. Prepares the OBEO portion of the DBE Annual Element Report, accounting for certification, compliance, outreach, training, and technical assistance activities for the federal fiscal year; develops and describes planned OBEO activities for the subsequent fiscal year.
10% (E)	Maintains the Caltrans DBE Program Plan, as required by the FHWA. Evaluates DBE program changes and identifies sections of the DBE Program Plan that are no longer consistent with approved program guidelines. Researches and develops revisions to existing language, and develops new language as needed, to ensure the DBE Program Plan is accurate and up-to-date. Coordinates annual review of the DBE Program Plan by Caltrans divisions and external stakeholders.
5% (E)	Prepares annual DBE Compliance Review Report to the FHWA to summarize the OBEO’s internal and external compliance efforts for the prior federal fiscal year. Reviews compliance review reports prepared by the OBEO—and for local agencies, the Division of Local Assistance—and provides written instruction to Caltrans compliance officers regarding noncompliant findings and the status of action/follow-up items.
5% (M)	Develops and delivers functional training regarding DBE reporting requirements to division- and district-level DBE program liaisons, including District Small Business Liaisons. Provides technical assistance to division and district respondents, as needed.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

	Chairs a DBE reporting workgroup, comprised of division and district stakeholders, to identify and develop improvements to the DBE reporting process, including but not limited to, the creation of automation features and research of other states' best practices.
5% (M)	Reviews notices of proposed rulemaking issued by the United States Department of Transportation to revise regulations impacting OBEQ programs and activities. Develops narrative reports to include an analysis of existing regulations, proposed changes, and action required in order to comply with proposed changes, including a timeline for implementation.
5% (M)	Assists the OBEQ's legislative analyst by preparing written analyses of bills with potential impact on the OBEQ's and Caltrans' policies, procedures, and business practices. Represents the OBEQ at advisory committee meetings, work groups, and outreach events and presents to stakeholders information regarding OBEQ programs and activities.

### ***SUPERVISION EXERCISED OVER OTHERS***

This position has no direct supervisory responsibilities.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Must possess:

- Knowledge of applicable federal and state laws, rules, and regulations concerning compliance with Title VI of the Civil Rights Act and Related Statutes (Title VI), including but not limited to 23 CFR, Part 200; 49 CFR, Part 21; United States Department of Transportation order 1050.2; Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324); Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1990; Civil Rights Restoration Act of 1987; Executive Order #12898 (Environmental Justice); and Executive Order #13166 (Limited-English Proficiency).
- Knowledge of applicable federal and state laws, rules, and regulations concerning the Disadvantaged Business Enterprise (DBE), Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) programs, including but not limited to, 49 CFR, Part 26; Military and Veterans Code sections 999-999.13; and Government Code sections 14835-14843.
- Knowledge of Caltrans contracting and procurement processes and procedures.
- Specific knowledge and understanding of departmental goals and policies.
- Ability to operate a personal computer and utilize the Microsoft Office suite (Word, Excel, Access, PowerPoint, and Publisher), FileMaker Pro, and Caltrans financial management systems to develop spreadsheets, databases, and data management tools.
- The ability to work tactfully and effectively with a wide variety of individuals and groups; demonstrate excellent customer service skills.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

- Ability to meet scheduling deadlines and establish and maintain appropriate priorities.
- Organization skills to assure timely and accurate notifications and responses
- Flexibility and ability to negotiate effectively.
- Excellent ability to express ideas and present information clearly and logically, both orally and in writing.
- Ability to speak clearly and effectively before groups.
- Ability to facilitate groups and demonstrates excellent listening skills.
- Ability to solve practical problems; recognizes and acts effectively on the need for proactive measures, and deal with numerous variables.
- The ability to exercise excellent professional judgment in sensitive matters is required.
- Keen analytical abilities in order to plan, organize, resolve problems, meet schedules and deadlines, and make recommendations.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Consequences of bad judgment or decisions will be loss of time and 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. Inappropriate application could cause the department embarrassment, loss of funding, and could result in fines, grievances, appeals, complaints or suits to be filed. Inadequate trained staff could jeopardize the timely delivery of other programs and reduce overall efficiency.

### ***PUBLIC AND INTERNAL CONTACTS***

Maintains close customer contact with District, Regional, and Headquarters personnel at all levels and in all program areas. Has frequent contact with other public agencies, outside vendors, contractors, and the public.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Employee may be required to work under pressure and deal with hostile employees, vendors, and public callers. Ability to work indoors under artificial light may be required to sit for long periods of time using a keyboard and video display terminal. Occasional overnight travel will be required. Must be able to concentrate, formulate effective strategies, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching and pulling may be required, but it will not be frequent. Must be able to transport variety of objects that are less or equal to 20 pounds (computer, flip chart, etc.) on occasion. Overtime and/or flexible hours may be required. Must be able to make good judgments and communicate effectively. Must be able to develop and maintain cooperative working relationships.

Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships and ability to resolve emotionally charged issues, responding appropriately to different people in different situations.

### ***WORK ENVIRONMENT***

While at the office, employees will normally work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air condition, the building temperature may fluctuate. Use of computers and other various office equipment is required. Job may have exposure to chemicals, equipment, machinery, dust, heat, cold, and other indoor conditions.

DRAFT

**I have read, and understand the duties listed above and can perform them without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor.)**

---

EMPLOYEE'S NAME (Print)

---

Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

---

SUPERVISOR'S NAME (Print)

---

Signature Date

