

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	OFFICE/BRANCH/SECTION Office of Business and Economic Opportunity	
WORKING TITLE Certification Analyst	POSITION NUMBER 913-088-5393-xxx	EFFECTIVE DATE 11/2015

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 general direction of the Certification Branch Manager, an SSMI, the incumbent is responsible for performing complex eligibility determinations and preparing a variety of correspondence for the Disadvantaged Business Enterprise/ State Minority Business/State Women Business Enterprise (DBE/SMBE/SWBE) Programs. The Certification Branch has sole responsibility to process applications from customer statewide and from out of state. The incumbent is responsible for all aspects of the certification process and ensuring all certifications applications are completed per stipulations of the Code of Federal Regulations (CFR), Title 49 - 49 CFR Part 26, and other state and federal regulations and laws pertaining to the responsibilities of the Office of Business and Economic Opportunity (OBEO).

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	The incumbent will independently determine eligibility of complicated and difficult certification applications by assessing documents including, but not limited to, IRS tax filings for business and person, corporation documents such as bylaws, partnership agreements, and contractors licensing requirements/regulations, professional engineering licenses and regulations; these along with site visit reports to determine eligibility of applicants for the program. Must apply comprehensive knowledge and understanding of CFR (Titles 13 and 49), U.S. Department of Transportation (U.S. DOT) and Federal Highway Administration (FHWA) guidelines and procedures to ascertain the eligibility of applicants for the Federal DBE Program. Apply appropriate sections of the DBE regulation to prepare denial letters for ineligible applicants. Work in close conjunction with other analysts for the completion of detailed site visit questionnaire to ensure relevant/accurate information is obtained from the interviews conducted with applicants at their business locations. Incumbent will also process SMBE/SWBE applications to support the state certification program.
40% E	The incumbent will complete ongoing eligibility determination on existing certified DBE firms by re-evaluating business size standards, individual personal net worth, and licensing requirements and make appropriate changes to customer profile. Also, accept and process requests to add/remove services to businesses seeking assistance bidding on Federal aid contracts with Caltrans and other local agencies. Provide customer services via the telephone and for walk-in applicants, fielding questions from the general public regarding the program. Respond to requests from the U. S. DOT on denial and decertification appeals and work with stakeholders to respond to challenges of a firm's certification received from third parties. Responsible for handling and drafting responses to highly sensitive political issues, such as referrals from the Director, Agency, Governor, legislative inquiries, and other correspondence requiring responses. Incumbent will be responsible to complete site visits for DBE applications as per regulatory requirements, which means travel throughout the state is necessary as and when required.
10% M	The incumbent will provide support for other OBEO branches as subject matter expert (SME) for certification requirements and guiding regulations. Participate in project teams pertaining to ongoing maintenance of the DBE program including all aspects of the DBE update/replacement of certification database, and/or on-going clean-up of work codes, maintaining validity of data utilized for certification. Research regulatory requirements and business practices in areas such as construction, professional services, transportation, manufacturing, wholesaling, and procurement, with a view to update existing policies, procedures and processes. Other mission critical travel is required in support of the core functions of the Branch.

<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

The Associate Governmental Program Analyst - Certification Analyst receives general direction from the Staff Services Manager I, but is responsible for independent action on matters of varying degrees of difficulty.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent will perform the more responsible, varied and complex professional-level analytical administrative work. Utilize analytical techniques to resolve of action. Reason logically and creatively. Consult and advise on a variety of subject matters. Assume increasingly complex responsibility.

The incumbent should have a thorough understanding of knowledge of business practices and structures, State Contractors licensing requirements, the Professional Engineers Act and Land Surveyors Act, Federal tax codes, State regulatory agency requirements, and corporate documents and instruments. The incumbent should also have the ability to gather facts and evidence and strong writing skills to facilitate in writing response to applicants and the U.S. DOT.

The incumbent will maintain cooperative working relationships with all levels of Caltrans staff, various private sector groups, representatives of other Federal and State agencies, and the public.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Disadvantaged Business Enterprise certifications are highly sensitive. Poor judgment by the incumbent when evaluating application information could result in litigation, loss of contracting opportunities, and adversely impact the ability of a contractor to continue to operate. The incumbent must be able to interpret 23 Code of Federal Regulations, Part 230, correctly for certification of entities. There could be a major impact on federal transportation funding for Caltrans in the form of sanctions by FHWA if DBE certifications not completed accurately, comprehensively, and in a timely manner, and the California Unified Certification Program database is not current.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has contact with all levels of staff, including the Department's Legal Division, Construction, Construction Labor Compliance, District and Headquarters' staff, individuals requesting certification, and other certifying agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will have to have the ability to work on a keyboard; possess manual dexterity; sit for long periods of time; develop and maintain cooperative relationships; and ability to focus for long periods of time. Engage in sustained mental activity to produce reports, problem solving, and analysis. Creates and sustains an organization culture that encourages others to provide the quality of service essential to high performance. Develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged individuals, issues or problems, and provide appropriate responses. The incumbent must be able to deal effectively with pressure and intensity and remain optimistic and persistent, even under adversity.

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### WORK ENVIRONMENT

While in the office, the incumbent will work in a climate-controlled office where the building temperature may fluctuate, and under artificial lighting in an office that is secured to protect the unauthorized release of personal identifiable information to safeguard the privacy of customers. The incumbent will be required to travel statewide by all modes of transportation used by the state, to conduct site visit reviews. These reviews may be in an office, construction job sites, home-based businesses, trailers, American Indian Reservations, heavily populated cities or in remote locations. The incumbent may be exposed to equipment, traffic, uneven surfaces and/or heat or cold. Other travel may be required for training or in support of the program.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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