STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Office of Business and Economic Opportunity	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Data Management Coordinator	088-5393-066	July 1, 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 the general direction of the Branch Chief, a Staff Services Manager I, the incumbent will be responsible for reporting on Small Business (SB),Disabled Veteran Business Enterprise (DVBE) participation for the Department. The incumbent will independently obtain and validate data to ensure Caltrans meets its mandated overall agency-wide DVBE goal and state aspirational SB participation goal and complies with state reporting requirements. In addition, the incumbent will evaluate the effectiveness of efforts to increase SB/DVBE participation and provide technical assistance and training to internal and external stakeholders in support of SB/DVBE program objectives.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	The incumbent will develop reports of SB/DVBE participation on state funded contracts and procurement activities. Works with division and district partners to validate SB/DVBE participation/ commitment at award and utilization data, by reviewing contract documents, commitment and utilization forms, and quotes from SBs and DVBEs. Monitors SB and DVBE participation by contract/work type, and division or district to ensure Caltrans meets its mandated overall agency-wide DVBE goal and the States SB participation goal. Evaluates the effectiveness of obtaining SB/ DVBE participation through various measures and provides recommendations to management regarding contract goals, SB/DVBE outreach activities, and related policies and procedures. Develops statistical data on prime contractors/consultants whose historical SB/DVBE participation has exceeded performance targets in support of a SB/DVBE participation recognition program.
25%	E	The incumbent will prepare data reports as required by the Department of General Services (DGS). Calculates Caltrans' overall state-wide SB/DVBE participation by validating the participation of contractors awards from the Division of Engineering Services, Division of Procurement and Contracts, and the Division of Construction as well as aggregating SB/DVBE payment data for all ongoing State-Funded contracts. Identifies and resolves reporting discrepancies, responds to inquiries from other divisions and external/internal stakeholders regarding performance metrics, and provides training to reporting liaisons to ensure compliance with reporting requirements.
15%	M	The incumbent will analyze the frequency, type, and outcome of DVBE substitution requests to determine the impact on DVBE utilization totals. Develops recommendations for management to improve utilization of DVBEs. Prepares reports to track performance measures specified in DVBE shortfall analyses.
10%	M	The incumbent will represent the OBEO and Caltrans at workgroups, advisory committee meetings, and outreach events and presents to stakeholders information regarding Caltrans' SB/ DVBE program. Responds to inquiries regarding SB/DVBE data. Develops and delivers training regarding Caltrans' SB/DVBE data management efforts.
5%	M	The incumbent will review notices of proposed rulemaking for the SB/DVBE program. Creates reference material--"FAQs," fact sheets, etc.--highlighting regulatory changes for distribution to internal and external stakeholders.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of applicable state and federal laws, rules, and regulations concerning the SB/DVBE program, including but not limited to, California Code of Regulations, and Caltrans' SB/DVBE Programs.

Knowledge of Caltrans contracting and procurement processes and procedures, including but not limited to, Caltrans' Standard Specifications, and Caltrans' Construction Manual. Knowledge of the Public Contract Code and State Contracting Manual.

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), FileMakerPro, and Caltrans financial management systems to develop spreadsheets, databases, and data management tools. Ability to work tactfully and effectively with a wide variety of individuals and groups and demonstrate excellent customer service skills. 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. 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 excellent listening skills. Ability to solve practical problems; recognizes and acts effectively on the need for proactive measures, and deal with numerous variables. Ability to exercise excellent professional judgment in sensitive matters is required. Keen analytical abilities in order to plan, organize, resolve problems, meet schedules an deadlines, and make recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 resources, the inability to meet efficiency and timeline goals, and varying degrees of negative financial impact on the District, Region, and/or Department. Inappropriate application could cause the department embarrassment, loss of funding, and could result in fines, grievances, appeals, complaints, or suits to be filed. Inadequately trained staff could jeopardize the timely delivery of other programs and reduce overall efficiency.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains close customer contact with District, Region, 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

The incumbent may be required to work under pressure and deal with 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 than 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, the incumbent will normally work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Use of computers and other various office equipment is required. Job may have exposure to equipment, dust, heat, cold, and other indoor conditions.

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)	
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