

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE Division of Local Assistance/Office of Policy Development and Quality Assurance	
WORKING TITLE Civil Rights Coordinator	POSITION NUMBER 913-110-5393-005	EFFECTIVE DATE October 2015

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; 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 Chief, Office of Policy Development and Quality Assurance, a Supervising Transportation Engineer, and the lead guidance of a Staff Services Manager II, the Associate Governmental Program Analyst is responsible for providing expert advice and consultation on the Civil Rights program issues to districts, cities, counties, and other recipients who receive funds from the Federal Highway Administration (FHWA). In addition, the incumbent is responsible for the development and implementation of policies and programs to comply with State and Federal laws related to DBE, ADA, EEO, Title VI and labor compliance.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)
Marginal (M)¹

30% (E) Stay current with new developments and changes in federal statutes and regulations governing Civil Rights program. Analyze and assess impacts the new statutes and regulation changes may have on the Department’s existing Civil Rights policies and procedures related to federally funded projects administered by local agencies. Update the Department’s Local Assistance Civil Rights program policies and procedures to be in compliance with the changes in statutes and regulations. Provide training to District Local Assistance Engineers (DLAEs) and local agencies. Monitor the implementation of existing and updated Civil Rights Program policies and procedures.

25% (E) Interpret Local Assistance Civil Rights program policies and provides expert advices to DLAEs on complex and difficult Civil Rights questions and situations. Keep Department management informed of sensitive issues that may impact the performance of the Department’s Civil Rights program. Communicate with local

agencies and Federal Highways Administration (FHWA) on issues related to the implementation of the Civil Rights Program. Work with DLAEs and other area experts in developing solutions to complex, technical Civil Rights issues that may impact the federal funding eligibility of local agency administered federal-aid projects. Coordinates with the DLAEs on all Local Assistance Program activities related to Civil Rights functions.

- 20% (E) Monitor local agency's performance in carrying out the Department's Civil Rights Program by conducting period local agency Civil Rights compliance reviews, through meetings with selected local agencies and the reviews of local agency project records. Participate in Local Assistance oversight process review and provide expert input on issues relating to DBE, ADA, and EEO. Work with local agency to develop corrective action plans on deficiencies identified in the compliance and process reviews.

- 10% (E) Maintain and update Local Assistance training courses on Civil Rights and Labor Compliance. Deliver Civil Rights and Labor Compliance trainings to Caltrans Local Assistance staff and local agency staff.

- 10% (E) Monitor the quality and quantity of project DBE information entered by DLAEs in LP2000, the Local Assistance project database. Extract local agency federal project DBE information from LP2000. Prepare and submit to FHWA various Excel reports regarding local federal project DBE goals, commitments and attainments using data extracted from LP2000 to satisfy FHWA DBE reporting requirement.

- 5% (M) Attend, on behalf of Local Assistance, various Caltrans Civil Rights program coordination meetings. Report on status of Local Assistance Civil Rights program. Keep Local Assistance management informed of new development in the Department's DBE program.

SUPERVISION EXERCISED OVER OTHERS:

The Associate Governmental Program Analyst does not directly supervise other staff members, however may act as lead worker for Staff Services Analysts and Student Assistants (as available).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

- Knowledge of Caltrans role in administering the Local Assistance Program and the policies and procedures related to the Civil Rights Program.
- Knowledge of duties and responsibilities including, but not limited to, the State and federal laws and regulations regarding DBE, ADA, EEO, Title VI and labor compliance.
- Must be computer literate and proficient in Microsoft Office and other commonly used software.
- Knowledge of Federal and State laws, regulations, and policies related to Federal-aid and State funded projects for which Caltrans and local agencies are responsible.

- Ability to work well with people at all levels within the Department and outside.
- Ability to exercise sound judgement and demonstrate effective decision-making.
- Ability to quickly grasp new ideas and incorporate them into existing procedures and policies.
- Ability to work independently as well as part of a team.
- Ability to communicate (written and oral) effectively.
- Ability to develop and effectively provide training to internal (Department) and external (local agencies) local project delivery workforce.

The incumbent must be able to reason logically and creatively to resolve problems and issues, and analyze data and information from numerous sources, and present ideas, information, and alternatives concisely and effectively.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The Associate Governmental Program Analyst is responsible for making decisions and taking action in planning and organizing Local Assistance’s Civil Rights Program. Sensitive, controversial, or highly technical decisions are reviewed by the Chief, Office of Policy Development and Quality Assurance.

Errors would lower the Department’s credibility in dealing with FHWA and local agencies, and could at worst result in loss of Federal-aid or State funding at the State or local levels and at least result in project delay.

PUBLIC AND INTERNAL CONTACTS:

The Associate Governmental Program Analyst participates in, organizes, and conducts various reviews and training on the policies and procedures related to the Department’s Local Assistance Program. The Associate Governmental Program Analyst works with and is in contact with, federal, state, and local officials, various private sector groups, contractors, and the general public and must possess the ability to speak to large audiences, deliver presentations, and answer questions asked by audiences. The Associate Governmental Program Analyst also has substantial internal contact within the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS:

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses. Must be able to effectively communicate in English and may be required to speak to large audiences and answer questions, make presentations, facilitate meetings,

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities such as walking, climbing, and balancing are required. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning.

