STATE OF CALIFORNIA·DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Admin/Equal Employment Opportunity Program (EEOP)	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
Equal Employment Opportunity Specialist	702-040-5157-XXX	December 2014

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 direct supervision of the Department's internal Equal Employment Opportunity (EEO) Manager, a Staff Services Manager I, and the functional guidance of the Program Manager, Equal Employment Opportunity Program, the EEO Specialist will assist with carrying out the Department's regulatory EEO training and administrative functions. The objective of the internal EEO Program is to promote and enforce equal employment opportunity for all applicants, employees, and individuals with whom Department staff interacts to ensure a work environment free of discrimination. The incumbent must have a thorough knowledge of the Department's EEO Director's Policy (DP) and Deputy Directives (DD), Titles VI and VII of the Civil Rights Act of 1964, Fair Employment and Housing Act, Government Code (GC), and Code of Federal Regulations (CFR). The incumbent may represent the Department at EEO and State Disability Advisory Boards and Councils. Travel may be required. Duties of the position include, but are not limited to:

TYPICAL DUTIES:

Percentages Essential (E)/ Marginal (M)[1]	Job Description
35% (E)	Assist with the Department's annual and biannual EEO reports including, but not limited to the Workforce Analysis, Annual Element, Language survey, Disability Survey, Affirmative Action Plan and EEO-4. Assist with developing policies, procedures, guides and new programs to enhance EEO goals, e.g. online EEO training and survey tools. Completes annual literature reviews of all EEO materials including, but not limited to, the Upward Mobility Plan, EEO Staff Guide, Religious Awareness and Accommodation Guide, Bilingual Services program, EEO Quickstart Guide for Managers and Supervisors, EEO Program intranet webpage, EEO posters, tri-folds, and informational materials. Effectively deals with sensitive and complex projects in the development of new EEO programs relative to transforming the Department into a culturally diverse and competent workforce. Assist with designing and implementing an internal audit or reporting systems to monitor and evaluate the effectiveness of each aspect of the EEO Program, e.g. workforce composition, selection process, promotions, upward mobility trends in hiring and separations, and complaints processing. Assists with developing special reports, EEO policy and directive recommendations and controlled correspondence for signature by the Department's Chief EEO Officer, Deputy Director, Chief Deputy Director, or Director. Maintains the Department's EEO

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employment statistics, goals, and timetables to ensure compliance with federal and state laws. Responds to Religious Awareness and Accommodation (RAA) requests and appeals in compliance with Department policy. Provides RAA consultation to staff as needed. Completes the EEO component of the Department's Executive Fact Booklet.

25% (E) Takes the lead in EEO training development and implementation. Independently carries out all regulatory EEO classroom training for rank and file and managers and supervisors. Ensures that a comprehensive training schedule is available for all EEO related training classes, including but not limited to, Sexual Harassment Prevention Training and Diversity Awareness Training. Ensures that there are ample classroom and online training sessions available to meet Department needs. Ensures that all training logistics are in place for successful training delivery, tracks training outcomes, and prepares training reports. Acts as the EEO Program's Learning Management System liaison to the Learning and Development Office. Assists with responding to both internal and external EEO inquiries, both verbally and in writing, schedules training classes, prepares training surveys, arranges training room equipment and facilities for presentations, tracks training outcomes, and conducts special training sessions in the districts (e.g., Training for Trainers, Upward Mobility Training, EEO Coordinator Training, etc) as needed. Assists in developing and promoting online training modules and EEO survey tools. Represents the EEO Program at the New Employee Orientation. Serves as a backup trainer to other EEO staff.

20% (E) Incumbent assists with the Department's Diversity/Disability Awareness Committee and assists with the annual Diversity/Disability Awareness Month. Assists with facilitating meetings with the Diversity/Disability Awareness Committee, Subcommittee Chairs, Departmental staff, and other participants to coordinate multicultural presentations throughout headquarters and districts. Communicates with the Director's Office, CtDAC, and district EEO Officers to ensure consistent Diversity/Disability Awareness Month delivery statewide. Assists with maintaining the California Transportation Foundation accounting and organizing the most cost effective logistics for the event. Assists the Diversity/Disability Awareness Subcommittees as needed to promote their culture, country, and/or disability. Maintains the Diversity/Disability Awareness Month Onramp webpage. Disseminates event posters, fundraiser flyers, tickets, and other printed materials. Coordinates with Public Affairs to create Diversity/Disability Awareness Month announcements. Assists with drafting CTNews articles promoting diversity awareness. Assists with drafting the Director's Diversity/Disability Awareness Month talking points. Works with the CtDAC to obtain disability awareness presentations. Coordinates the efforts of Subcommittees, cultural entertainers, CtDAC, and vendors. Carries out all other necessary duties to ensure the successful implementation of the Diversity/Disability Awareness Month

10% (E) Assists with developing ands and makes recommendations to improve training modules; consults with managers and supervisors to identify and resolve EEO training issues; provides alternatives to existing training modules that may include modifying training programs to meet identified needs, developing cost effective training, and identifying effective resources/methods such as classroom training, computer/web based

	training programs, use of internal or external consultants, etc. Acts as the Department's point of contact for the Youth Mentor Program and Upward Mobility Program. Attends necessary trainings to maintain and improve EEO competency, assists with drafting EEO and/or multicultural news articles for publication in the CTNews, produces quarterly newsletter on EEO activities, maintains the EEO Program intranet webpage, and may represent the EEO Program at CtDAC meetings. May Represent the Department on the California Civil Rights Officers' Council. Participates in special EEO related conferences and training sessions as needed.
10% (M)	Assists with facilitating the monthly Video Teleconference (VTC) with district and headquarters EEO staff. Assists with preparing VTC agenda items, researches and coordinates presentations by various internal and external SMEs, and develops and distributes meeting minutes. Communicates with District EEO staff on a regular basis to inform them of EEO updates, coordinates EEO reports, and responds to district inquiries. Assists with answering EEO questions for internal and external customers as needed through email, telephone, and in person contacts and intakes. Assists with managing the AskEEO email account and 1-844-DOT-EEOP telephone line. Acts as a backup to other EEO Program staff. Performs clerical and various other administrative duties as needed.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent does not supervise staff, however may act as a lead over projects.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have extensive knowledge of the federal, state, and Department EEO statutes, laws and policies. The incumbent will conduct EEO regulatory training and is responsible for directives and related statutes that include: DP-01-R10, DD-1-R1, DD-42-R3, DD-49-R4, and DD-76-R3, Title VI and Title VII of the Civil Rights Act of 1964, Fair Employment and Housing Act, GC Sections 12920-12951, and CFR 23.

The incumbent must be familiar with and have the ability to apply: the Department's mission, vision, and goals; sound business personnel management principles and practices to ensure program compliance; the state and federal legislation process; employee training and development; and the Department's Affirmative Action Program objectives. Must be able to develop and monitor program performance measures, work plans and program objectives.

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The incumbent must have the ability to reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems; must be comfortable with public speaking, training small and large groups, and utilizing effective negotiation skills; have the ability to develop and propose alternatives and recommendations through oral and written communications; review and edit reports; develop letters, action plans, and policy statements; assist with managing a complex and varied EEO training program; establish and maintain priorities; and effectively contribute to the Department's Affirmative Action Program. The incumbent must also have the ability to work well in the interdisciplinary team concept and be familiar with the basic concepts of Total Quality Management. The incumbent must be willing to travel.

Incumbent must be able to take action independently, make recommendations, set priorities, and meet deadlines. Must be able to work closely and effectively with others and be able to communicate effectively, both orally and in writing. Incumbent must have a positive attitude and be a team player.

The incumbent must have a basic understanding of a personal computer and the ability to learn and operate new software and database programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the Department's internal EEO programs goals and objectives while ensuring compliance with state and federal regulations governing these programs. Poor decisions or judgment in any of these areas could result in legal actions against the Department, loss of funding revenue, legislative sanctions, betrayal of public trust, and embarrassment to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work and have contact with all levels of staff and management (including the Division Chief level and above) on equal employment opportunities policies, training, and issues. The incumbent is in regular contact with various departmental entities and external agencies including the Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), Department of Human Resources (CalHR), State Personnel Board (SPB), Federal Highway Administration (FHWA), Caltrans Legal Division, Office of Business and Economic Opportunities, and Caltrans District and Division offices. The incumbent may be assigned to represent the Department in proceedings before control agencies. The incumbent must be able to treat personnel at all levels within the Department with tact and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements may subject incumbent to occasional bending, stooping, and kneeling. Incumbent must have ability to work on a keyboard, with a video display terminal and may be required to sit and/or stand for long periods of time. Incumbent may be required to rearrange training room furniture to properly set up for training classes.

Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, evaluating large amounts of data, report writing, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Incumbent must be able to deal effectively under pressure, maintain focus, and intensity even under adversity.

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Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Must be able to manage a diverse workload, delegate assignments as appropriate, and keep manager apprised of workload status and any items that may impact timely completion. Required to consider and to appropriately respond to the needs, feelings, and capabilities of different people and different situations; must use tact and treat others with respect.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial light. There will be occasional fluctuations in building temperature. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation. The incumbent will periodically attend meetings and/or training outside the office. Working hours will be set sometime between the hours of 8:00 a.m. to 6:00 p.m.

The incumbent may be required to travel to other State offices for training purposes including District Offices and Field Offices throughout the State.

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.)

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

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