



# OFFICE OF BUSINESS & ECONOMIC OPPORTUNITY

April 2017

**Assistant Director**  
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**Program Operations  
Branch & Compliance/  
Title VI Branch**  
Sanjay Singh  
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**Training/Outreach Branch  
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**Certification Branch &  
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Vacant  
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**Americans with Disabilities  
Act**  
Elizabeth Dooher (Acting)  
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- ❖ Review and site visit for DBE/DVBE compliance with program requirements
- ❖ Title VI compliance reviews of divisions and districts
- ❖ Administration of the FHWA Title VI Compliance Review
- ❖ Title VI Liaison oversight and training
- ❖ Administration of the Limited English Proficiency requirements
- ❖ Equal Employment Opportunity compliance reviews on construction contracts
- ❖ Small Business Council Administration
- ❖ DBE Committee Administration
- ❖ Administrative functions including:
  - Human Resources
  - Budgets
  - Accounting
  - Procurement
  - Contracts
  - Safety
  - Security
  - Facilities
  - Internet/Intranet
  - Public Records Requests
  - Legislative Review

- ❖ Management of DBE supportive services consultant contract
- ❖ Establishment of DBE mentor-protégé activities
- ❖ Outreach activities for Small Business (SB), DBE, and DVBE
- ❖ Administration and oversight of DBE Program in Planning and Modal Program and Project Delivery program functions
- ❖ Data collection and reporting on goal attainment
- ❖ District Small Business Liaison
- ❖ Administration of On-the-Job Training and National Summer Training Institute Grants
- ❖ Good Faith Effort meetings
- ❖ Approve goals on federal and state contracts
- ❖ Customer outreach through partnering with other agencies
- ❖ Small Business Advocate

- ❖ Certification of Disadvantaged Business Enterprises
- ❖ Custodian of the statewide California Unified Certification Program database of Disadvantaged Business Enterprise certified firms
- ❖ Executive Officer for the California Unified Certification Program
- ❖ Contract Evaluation for compliance with Disadvantaged Business Enterprise (DBE) and Disabled Veteran Business Enterprise (DVBE) goal and good faith effort requirements

- ❖ SHOPP Program Advisor
- ❖ Statewide ADA Coordinator
- ❖ ADA Engineers / Reviewers
- ❖ Grievance Case Management
- ❖ ADA Policy Development
- ❖ ADA Transition Plan
- ❖ Settlement Agreement
- ❖ Annual Report
- ❖ Contract Management
- ❖ Performance Management & Reporting
- ❖ FHWA Partnership
- ❖ Serve on Caltrans Access Advisory Committee (CtAAC)
- ❖ District Support
- ❖ Self-Evaluations
- ❖ Website development & Management
- ❖ Statewide ADA Training
- ❖ Compliance Reviews