

**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 913-110-5393-012	EFFECTIVE DATE April 2010

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 Senior Transportation Engineer, the Associate Governmental Program Analyst is responsible for providing expert advice and consultation on Civil Rights (DBE, ADA, EEO, and Title VI) and Labor Compliance issues to districts, cities, counties, and other recipients who receive funds from the Federal Highway Administration (FHWA). The incumbent is responsible for the development and implementation of policies and programs to comply with State and Federal laws related to Civil Rights and Labor Compliance. The Associate Governmental Program Analyst will work to improve project delivery, reduce procedural errors, promote widespread use of effective local assistance project delivery practices and increase professional development.

TYPICAL DUTIES:

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

25% (E)	Provides expert advice and consultation to the 12 District Local Assistance Engineers (DLAEs) as they relate to the most complex and sensitive aspects of Civil Rights and Labor Compliance regulations that impact applications of Local Assistance Programs for federal funding of transportation projects. Communicates with executive management and representatives of more than 600 city, county, state and federal government agencies. Provides solutions to complex, technical Civil Rights and Labor Compliance issues that impact the federal funding opportunities of federal-aid recipients. Coordinates with the DLAEs all Local Assistance Program activities relative to Civil Rights and Labor Compliance functions.
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- 25% (E) Conducts Title VI and ADA Compliance reviews of local agencies. Participates in process reviews and investigates complaints as they relate to Civil Rights and Labor Compliance requirements. Conducts source document reviews of financial, contracting, Civil Rights and Labor Compliance activities of federal-aid recipient projects and programs. Assists in the preparation of reports and letters of findings regarding Civil Rights and Labor Compliance violations. Recommends solutions to problems and provides follow-up activities.
- 20% (E) Researches, develops and implements Civil Rights and Labor Compliance policy and procedures. Coordinates all Local Assistance Program activities relative to Civil Rights and Labor Compliance functions. Analyzes and determines the impact of new regulations and legislative bills on the Department's and local agencies' Civil Rights and Labor Compliance policies and programs. Reviews, authors, and maintains the Local Assistance Procedures Manual as it relates to Civil Rights and Labor Compliance.
- 20% (E) Plans, develops, and implements Civil Rights and Labor Compliance training programs for federal-aid recipients and Caltrans Local Assistance staff. Performs strategic planning and course development cooperatively with Headquarters and District Local Assistance Training Coordinators.
- 5% (E) Assists the Chief, Office of Policy Development and Quality Assurance in preparing special reports regarding Civil Rights issues. Preparation of reports may require data gathering, examination, analysis, description, and summarizing of program performance. Serves as Division EEO Liaison and Title VI Liaison to the Civil Rights Program. Participates in various task forces relative to the review and/or development of departmental personnel policy and procedures. Serves as the EEO person on hiring panels for the Division.
- 5% (M) Ensures functional oversight of the preparation and submittal of monthly, quarterly, and annual reports to the Civil Rights Program, the Construction Program and the FHWA.

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 Civil Rights and Labor Compliance requirements.
- Knowledge of duties and responsibilities of the Associate Governmental Program Analyst including, but not limited to, the State and federal laws and regulations regarding Civil Rights and Labor Compliance.

- Knowledge of Americans with Disabilities Act as it relates to transportation programs and projects.
- Knowledge and ability to effectively and efficiently use personal computers and related software: Microsoft Office, Lotus Notes, Power Point and database applications.
- 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 polices.
- Ability to work independently as well as part of a team.
- Ability to communicate (written and oral) effectively using strong English grammar skills.
- Ability to develop and effectively provide training and professional development for the 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 all decisions, actions and consequences inherent in planning, organizing, and directing all Local Assistance Civil Rights and Labor Compliance Program activities. 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. Other contacts also include associations such as the County Engineers Association of California, League of California Cities, American Public Works Association and American Association of State Highway and Transportation Officials. 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 able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT:

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, offices of other state or federal agencies throughout the state, or other meeting facilities, and/or to the sites of proposed projects. This position requires the ability to work efficiently and effectively in a team environment and independently. This position requires some travel. Travel will vary from one to several days/nights away during a week depending on where the reviews or training needs to be delivered or where meetings are held. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee Signature Date

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

Supervisor Name (please print)

Supervisor Signature Date