



Title: Disadvantaged Business Enterprise Liaison Officer (DBELO)

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to develop, implement, and monitor all aspects of the District’s Disadvantaged Business Enterprise (DBE) program as well as the District’s other diversity, small, and local business programs (for example, the District’s Small and Local Business Preference Program) in accordance with all applicable federal, state, and local laws and regulations and District policy. Other duties include reporting on such programs to the Board of Directors, management, staff, and outside organizations, providing public information services and technical support, and conducting outreach to encourage participation, processing and resolving or making recommendations to management on DBE complaints, and monitoring DBE compliance by subrecipients and contractors.

This class works under administrative direction, which includes broad management responsibility for a large program or set of related functions. This class reports to the Vice President, Communications & Partnerships for functions related to the DBE program and other diversity, small, and local business programs; however this classification reports to the General Manager/CEO operationally for DBE related issues.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Serve as the DBELO with responsibility for developing, implementing and monitoring the DBE program, in coordination with other appropriate management and officials, including gathering and reporting statistical data and other information as required by DOT/FTA; reviewing third party contracts and purchase requisitions for compliance with the DBE program; working with all departments to set overall annual goals; ensuring that bid notices and requests for proposals are available to DBEs in a timely manner; identifying contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifying ways to improve progress); analyzing the District’s progress toward attainment and identifies ways to improve progress; participating in pre-bid meetings; advising management and the Board of	35%



		Directors on DBE matters and achievement; ensuring that management is aware of the DBE policy and commitment to DBE participation, matters, and achievement.	
2	S	Oversee DBE information tracking, data analysis, and reporting by reviewing databases, preparing and analyzing statistical reports, assessing DBE utilization, performing contract compliance with DBE regulations, preparing various DBE related program updates for Board approval, submitting reports to the Board, management, staff, and appropriate outside agencies, and developing and maintaining data regarding the DBE Program.	15%
3	S	Conduct outreach, encourage participation, and provide technical assistance for DBEs, including providing DBEs with information and assistance in preparing bids, such as obtaining bonding and insurance; plan and participate in DBE training seminars; act as liaison to the Unified Certification Program (UCP) in California; provide outreach to DBEs and community organizations to advise them of opportunities; maintain the District's updated directory on certified DBEs; attend related events.	15%
4	S	Provide public information services by preparing and distributing annual goal setting documents to various organizations, responding to requests for information pertaining to the DBE program, competing for District contracts with DBE requirements, scheduling and facilitating public review of the annual DBE goal setting proposals, providing technical supports regarding all aspects of the DBE program to vendors interested in or participating in the DBE program, planning, coordinating and conducting DBE and small business outreach events and conferences; process and resolve or make recommendations to management following DBE complaints.	15%
5	S	Monitor the District's contractors and subrecipients for DBE activities as required by the District or federal, state, or local law to ensure compliance with implementing all required aspects of a DBE program. Work with contractors and subrecipients to provide technical guidance as well as identify and correct noncompliance.	10%
6	S	Serve as the primary contact for the District's other diversity, small, and local business programs; responsible for developing, implementing, reviewing and analyzing all aspects of such programs; conducting the District's outreach efforts to applicants and firms, employees, transportation-related organizations, and various community and business groups to advise them of contract opportunities and encourage participation; providing technical assistance; preparing reports as needed; and making recommendations for new business diversity, small business, or other similar programs.	10%

JOB REQUIREMENTS:



-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor’s degree in Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of five (5) years of experience planning, organizing and administering small business development programs, including experience in the Disadvantaged Business Enterprise area at the federal or state level, or as a recipient of federal funds having a DBE program , including two (2) years of supervisory experience.</p>
Supervision	<p>Work may require supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE

- DBE programs.
- Presentation and communication techniques.
- Audit techniques and procedures.
- DBE certification criteria, requirements, and goal setting methodology requirements.
- Federal and State laws and regulations related to DBE requirements and requirements for other diversity, small, and local business programs.
- Personnel management theory and techniques.
- Laws prohibiting discrimination and harassment.
- Training techniques.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Stay current on changes to laws and regulations related to department activities.
- Interpret and apply laws, regulations, and procedures to reduce exposure of the District to potential litigation related to DBE disputes.
- Manage time and meet deadlines.
- Apply complex formulas from DBE regulations to derive DBE availability statistics used in setting annual DBE goal.
- Learn District and departmental operating policies and procedures, systems and methods, and department-specific tasks and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Manage and supervise staff.
- Effectively present information about the DBE program and other diversity, small, and local business programs.
- Learn Department of Transportation Local Assistance Program procedures related to DBE regulations as administered by Caltrans.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, fax machine, vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



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CLASS HISTORY

Adopted: 02/2002
Revised: 02/09, 09/09, 07/18
Title Change:
Maintenance
Update:
Abolished:
Job Key: