

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

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| CLASSIFICATION TITLE<br>Associate Governmental Program Analyst | OFFICE/BRANCH/SECTION<br>District 4 Race and Equity Office |                             |
| WORKING TITLE<br>Diversity, Equity and Inclusion Officer       | POSITION NUMBER<br>904-085-5157-xxx                        | REVISION DATE<br>03/22/2022 |

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of the District 4 Equity Program Manager (Staff Services Manager I) in the District 4 Race and Equity Office, the incumbent will be responsible for a variety of tasks associated with the development of training resources and engagement efforts focused on race and equity. The incumbent will provide support to various district and divisions across the Department as well as management in the Race and Equity Office. Must be able to foster open and collaborative relationships. The incumbent will have a variety of communications tasks to support the implementation and progress tracking of the Department's Race & Equity Action Plan.

**CORE COMPETENCIES:**

As an Associate Governmental Program Analyst, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence - Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Equity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Engagement, Equity, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Lead Climate Action - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. ( Advance Equity and Livability in all Communities - Equity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. ( Advance Equity and Livability in all Communities - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. ( Advance Equity and Livability in all Communities - Equity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

| Percentage                              | Job Description |
|---|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

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| 35% | E | Race, Health, and Equity Data, Research and Outreach : Under the guidance of the District 4 Equity Program Manager, the incumbent assist with staffing and support to integrate race and equity principles and practices into the Department initiatives. Provide measurements and evaluation support for race and equity outcomes related to Department initiatives to ensure accountability and support effective implementation. Explore alignment with relevant health and equity data and indicators. Evaluate and support with District's best practices for community outreach and engagement throughout the project cycle. Assist with researching existing best practices, laws, regulations, and policies governing state policies in a range of policy, race, health, and equity topics through key informant interviews with state agency and external experts and review of published literature. Compile findings into written recommendations and reports.  |
| 35% | E | *The incumbent will support, develop, and evaluate DEI training solutions and facilitate DEI specific content opportunities, which includes sensitive and complex subjects (e.g., cultural competency trainings, reinforcing community engagement relations, partnering opportunities). *Establish external relationships through community building and sharing of best practices surrounding diversity and inclusion initiatives. *Promote teamwork and communication to encourage an interactive, cooperative, and collaborative approach to progress the Department's equity efforts. *Collaborate with Directors Office of Equity, Sustainability and Tribal Affairs, Human Resources and other programs and/or resources in the design and implementation of solutions to address DEI opportunities. *Independently conduct and analyze the more complex research on key diversity and inclusion topics, programs, and initiatives to advance and support diversity and inclusion within the Department. This includes developing methods to effectively assess progress against goals in the areas of DEI and working with the Equity Advisory Council via documentation of District Engagement Playbook. *Independently create standard reports on equity efforts for internal purposes as well as prepare reports and presentations for internal and external stakeholders. |
| 20% | E | Program Administration and Communication: The incumbent will support and elevate District 4 and Caltrans Office of Race and Equity Office and initiatives. Coordinate and develop meeting logistics for internal and external partners, community outreach groups, vendors, and task forces. Duties may include but are not limited to managing event coordination, identifying potential meeting dates, reserving meeting space, arranging teleconferences, preparing and disseminating meeting agendas, managing set up and day of logistics, preparing and disseminating meeting materials and slides (including copy-editing/proofreading, formatting, printing, photocopying, and collating), and taking and editing detailed meeting notes. Gather and compile resources for department staff related to but not limited to race, equity, health, unsheltered, climate change, and transportation. Resource materials may include but are not limited to fact sheets, talking points, trainings, guidebooks, glossaries, newsletters, executive briefings, email blasts, social media posts, etc.  |
| 10% | M | Other duties as required to support the mission of the Department, which may include but are not limited to, giving or attending briefings to management.  |

<sup>1</sup>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**

This position does not have supervisory responsibility, may occasionally assist in providing cross training duties to other staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Understanding of core constructions such as structural racism, equity, and justice, and how the social, economic, and built environments influence health and racial equity outcomes for California's communities.
- Effective change management skills, .
- Ability to work with a dynamic and diverse team in a start-up environment on open-ended requests and challenging assignments.
- Excellent collaboration skills including experience facilitating consensus decision-making processes, navigating complex policy issues, establishing shared goals between "unlikely partners," engaging a wide range of stakeholders, and developing long-lasting multi-organization partnerships.
- Excellent verbal and written communication skills, including an ability to present, lead, and facilitate discussion of sensitive issues such as structural racism with diverse audiences.
- Policy analysis skills, including the ability to evaluate policies on sensitive topics and make policy recommendations that take into account the priorities of multiple stakeholders.
- Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent must work independently and is accountable for all decisions made. Incumbent must be able to prioritize and schedule

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the workload for timely completion. Late processing of various duties could cause delay in distribution of requests with deadlines. Errors may have a significant impact on the internal external operations of the District and the Department.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with external and internal stakeholders. Maintains continuing relationships with the full range of management levels within the Department; fosters partnerships with state agencies, the private and non-profit sectors and with local agencies; and reaches out to develop new partnerships. These agencies may include but not be limited to the Governor's Office, the Strategic Growth Council, the CA Air Resources Board, the Department of Public Health, local agencies, and community based organizations.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that is inclusive, encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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### WORK ENVIRONMENT

The incumbent will initially work from home as required through the extent of the 2020 COVID-19 pandemic, after which the incumbent will have the option to continue working from home on a part-time basis as appropriate to execute the job duties. The incumbent will work in a climate-controlled office under artificial lighting while at their base of operation in the District 4 office. The incumbent may also frequently travel and work at off-site locations in a climate-controlled environment under artificial lighting.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE