

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D4 EEO /Compliance Mgmt/Admin
WORKING TITLE Equal Employment Opportunity (EEO) Coordinator	POSITION NUMBER 904-082-5393-xxx
	REVISION DATE 06/03/2024

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 Equal Employment Opportunity (EEO), Executive and Support Services Branch Chief (Staff Services Manager I), in the Office of Compliance Management, the incumbent serves as the District EEO Coordinator and is responsible for assisting with administration of EEO and related program functions. Conducts a broad range of duties in accordance with Departmental Policy and Directives, Title VI of the 1964 Civil Rights Act, the Federal Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1976, and all other applicable state laws relating to equal access and employment opportunities.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - Engagement, Equity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	Incumbent is responsible for coordination of the Title VI program within District 4, including gathering information and preparing reports for submission to Headquarters as required regarding all Title VI activities, such as Goals and Accomplishments, and Annual Element. Tracks, monitors, schedules, plans, prepares materials, and conducts EEO related trainings for District staff, including Title VI, Sexual Harassment Prevention, Diversity Equity and Inclusion (DEI), Disability Awareness, and other training as applicable. Provides support and respond to EEO related questions; enrolls staff in mandatory EEO-related training courses using the Learning Management System (LMS).
40%	E	Incumbent is responsible to coordinate, monitor, track, and lead EEO related programs; assists with recruitment and outreach, and organizes internal and external events and activities such as, Disability and Diversity Awareness Day, Garrett Morgan Transportation Symposium, Adopt-a-School program, Career Day, Volunteer and Mentor programs; acts as a liaison between the District and Headquarters for the Disability Advisory Committee and related events and activities. Incumbent is responsible for review and distribution of Heritage and History month notifications; Coordinates, schedules, and promotes cultural celebrations in acknowledgment of various heritages and histories, and other programs and festivities as applicable; creates bulletins to increase cultural awareness and education; prepares information for event Talking Points, and provides additional event support as required; Acts as a contact and coordinator for language and American Sign Language (ASL) services; Attends EEO meetings and outreach events.
15%	M	Provides administrative, analytical, and technical support to the District 4 EEO Branch Chief; Responds to internal and external inquiries regarding EEO and related matters. Responsible for updates and maintenance of the District 4 EEO Web Page. Attends continual training as required to maintain and increase knowledge and awareness of EEO and related programs. Provides back up assistance and support to other staff within the Division of Administration as needed.
5%	M	Occasional travel within the District and state to attend training and conferences, and represent the District at events. Perform other duties as required within the scope of the classification as assigned within the Division of Administration.

¹ESSENTIAL 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 direct supervision responsibilities. May serve as back-up to other AGPA positions the Division of Administration as required.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess knowledge and ability to independently interpret all laws, rules, policies, and practices related to EEO, Civil Rights, Americans with Disabilities Act (ADA) of 1990, sexual harassment, religious accommodation, and Title VI of the Civil Rights Act of 1964. Must be able to independently plan, organize, and evaluate situations accurately and determine appropriate courses of action. Must have knowledge of the Department's mission, vision, values, and goals, policies, and procedures, and apply them to all aspects of the Department's EEO program. Must be an active listener, reason logically, analyze and research to solve complex problems. Must exercise good judgment, exhibit tact and poise, and work independently, in addition to working well with all levels of staff and management. Must exhibit excellent skills and express thoughts clearly and logically in all forms of communication. Must maintain strict confidentiality. Must be proficient in various computer applications, such as Word, Excel, PowerPoint, Outlook, use of internet, Teams, and Webex. Must be able to provide thorough and completed staff work on all assignments and meet the needs of internal and external customers. Must demonstrate the ability to make effective oral presentations and prepare written documents pertaining to EEO and related programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The EEO Coordinator may often make independent decisions that are sensitive in nature. Poor decisions may lead to improper resolution of issues, inappropriate action taken, and financial liability to the state; and may discredit the District and/or department, lead to detrimental impact, and damage the credibility of the department with internal and external partners. The incumbent must comply with the Information Practices Act (IPA) by protecting all confidential information pursuant to California Civil Code section 1798.55. Failure to do so could result in damage to the organization and result in employee grievances, and lawsuits, and could lead to disciplinary action up to and including termination.

PUBLIC AND INTERNAL CONTACTS

The EEO Coordinator may interact daily with all levels of staff and management within the State, as well as elected officials, community and civic representatives, contractors, businesses, the general public, and employee representatives, including

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attorneys. As a result, the incumbent must demonstrate tact and patience during any of these interactions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to bend, stoop, and kneel whether working in the office or field environments. Also must have the ability to climb ladders, work above ground, or walk on uneven surfaces. Must be able to sit and/or stand for long durations and perform tasks utilizing a PC. Must be able to operate motorized vehicles.

Mental: Must grasp the essentials of new information and master technical and business knowledge. Must be able to develop new insights into situations, formulate appropriate strategies and take effective actions to ensure a safe and healthy work environment. Must have mental acuity for problem solving, analysis, and reasoning. Must have the ability to multitask, adapt to changes in priorities, and complete tasks or projects on short notice. Must demonstrate the ability to develop and maintain cooperative working relationships with individuals of diverse cultural backgrounds.

Emotional: Must be able to work in sensitive, emotionally charged and confidential situations. Must maintain tact, composure and diplomacy at all times. Able to display ethical behavior at all times with all parties involved during the course of conducting State business. It is critical that the employee demonstrate the ability to work with others in a cooperative and respectable manner.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperatures. Field visits and off-site meetings, before or after hours may be required. The incumbent may be required to travel in State. Must be able to attend virtual off-site meetings regularly.

This position may be eligible for telework, which is at the discretion of the Department and based on the Caltrans current telework policy. While telework may be supported, in-person attendance is required based upon operational need. In addition, employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The incumbent may be required to conduct business travel on behalf of the Department or commute to designated headquartered location. Business travel reimbursement considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the employee.

District 4 is currently allowing hybrid telework, where the incumbent may work from home but is required to come into the District Office at least twice a week. While the employee is teleworking at home, they must be reachable by phone and email during normal work hours.

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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.)

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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.