



JOB TITLE:	MANAGER OF SBE COMPLIANCE PROGRAMS	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	DIRECTOR OF EEO COMPLIANCE	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Reporting to the Director of EEO Compliance, this position is responsible for developing, implementing, and administering the District's Business Opportunity Program that includes the *Small Business Enterprise* ("SBE") and *Disadvantaged Business Enterprise* ("DBE") Program, and supporting the design and administration of various Employee Engagement programs. This position works with a high degree of independence as a subject matter expert. Performs other related work as required and/or special projects as assigned.

Essential Responsibilities

- Administers the *Federal Transit Administration Program for Contracts* in compliance with Federal Transportation Administration (FTA) and Federal Highway Administration (FHWA) guidelines and District business operational goals to ensure continued FTA grant funding.
- Creates and implements the District's SBE program policies and procedures and provide guidance and oversight for support staff.
- Independently considers options for program effectiveness and determines courses of action to implement new strategies and techniques to ensure program improvement.
- Recommends and advises executive management and the Board of Directors regarding SBE program policy changes. Serves as the District's Disadvantaged Business Enterprise Liaison Officer (DBELO) with independent and direct access to the District's General Manager.
- Interprets federal regulations and determines methodologies used to develop, monitor, and report SBE program goals to the FTA and related activities required for District contracting opportunities.
- Independently determines the method and maintenance of accurate records necessary to gather and analyze data required for program reporting, goal development methodology and uniform reporting of SBE awards or commitments and payments.
- Analyzes data and regularly crafts and submits financial reports to FTA and DOT.
- Independently determines goals for District contracts for construction, professional and non-professional services, RFQs/RFPs and procurements; and establishes methodologies to monitor and achieve goals.
- Evaluates bids/proposals and recommends award to the General Manager.



- Independently conducts pre-bid and pre-award meetings with the public to ensure interested contractors and subcontractors are knowledgeable of contract requirements as related to the program.
- Evaluates procurement and contract solicitations to ensure compliance with FTA/FHWA requirements as required for small/disadvantaged business participation and, monitors projects to ensure the District's *Business Opportunity Program* is meeting obligations.
- Independently identifies, investigates, and recommends solutions to resolve issues/complaints/protests involving public challenges that arise in the administration of the DBE/SBE program.
- Provides program direction to management, District staff and federal, state, and local government agencies regarding the interpretation and application of FTA/FHWA guidelines, reporting and procedures.
- Represents the District on a variety of committees conducting and/or coordinating outreach events and activities; including participation in the Business Outreach Committee to educate small/disadvantaged businesses about contracting opportunities and to improve participation.
- Prepares staff reports and makes formal presentations and recommendations to executive management and the Board of Directors on all aspects of the District's Business Opportunity Program.
- Responsible for on-site FTA compliance reviews for contractor projects by preparing documents in response to FTA Triennial Review audits and meeting with auditors as the subject matter expert.
- Attends comprehensive trainings to remain current on DOT regulations; participates in professional organizations and group meetings.
- Trains and instructs District staff on new program contracting processes and procedures.
- Performs strategic planning and facilitation of Employee Engagement programs.
- Participates in the issuance and analysis of the biannual Employee Engagement Assessment Survey.
- Assists with Compliance department programs and projects, as assigned.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of contract compliance for DBE/SBE programs and related federal, state, and local rules and regulations, public sector procurement and bidding procedures
- Principles of supervision, coaching and performance evaluation
- Principles of program development and administration
- Principles and methods for training design, facilitation, and effectiveness
- Principles of Employee Engagement programs

Skill in or Ability to:

- Interpret and apply complex DOT/FTA regulations as they relate to Diversity Contracting programs
- Communicate effectively both orally and in writing and to make formal presentations to staff, management, and Board of Directors
- Formulate policy and make recommendations for improvement



- Be collaborative and proactive in gathering information necessary to complete work tasks
- Drive change, influence others, and get results necessary to improve programs
- Maintain the highest degree of confidentiality
- Work independently and successfully with others
- Plan, organize and prioritize a large and diverse workload in a demanding work environment to meet critical deadlines
- Demonstrate management and teambuilding skills
- Demonstrate critical thinking, problem solving and analytical skills to form conclusions and make recommendations that hold up under scrutiny
- Demonstrate persuasion skills utilizing diplomacy, tact, and professional demeanor at all times
- Demonstrate effective oral and written communication skills to include presentations/trainings
- Establish and maintain effective working relationships with personnel at all levels in the organization, with outside agencies and the public
- Demonstrate proficient with Microsoft Word, Excel, PowerPoint, and Access sufficient to generate complex spreadsheets, correspondence, presentations, and track DBE participation data
- Use the Internet as a research tool
- Participate in public outreach events
- Follow the safety and health rules and safe working practices applicable to the job
- Adhere to high ethical principles and serve as a role model demonstrating District Values

Minimum Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with coursework in business administration, human resources, public policy, or a related field preferred.
- Three years' recent experience in the administration of Disadvantaged Business Enterprise (DBE) programs **or** contract management and compliance-related work.
- Three years' experience in working with Employee Engagement and/or Training programs.

Physical Requirement:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone, and other office equipment. Ability to travel to District facilities, public outreach events and other agency-related meetings/events.