

Specification for Class of

MWBE PROGRAM SPECIALIST 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: In the Office of Minority and Women's Business Enterprises, is an expert in state and federal certification rules and regulations, performs professional level review and analysis of business and ownership structures and various types of business practices to determine eligibility for certification and inclusion in the M/D/WBE program; conducts comprehensive investigation of complaints and determines compliance with state and federal program requirements; monitors progress of agencies in meeting program goals, and provides technical assistance in developing an agency plan for MWBE participation.

Distinguishing Characteristics: This is the senior level OMWBE Program Specialist. Positions at this level act as independent decision makers, requiring substantial knowledge of the activities, rules and regulations governing the state and federal certification programs in one or more of three program areas:

1. Certification: Approves and denies certifications and continuing program eligibility based upon research and analysis of business operations within the framework of State WAC Chapter 326 and the Federal Highway Administration CRF 49 Part 23.
2. Investigation and Compliance: Conducts comprehensive investigations of alleged violations of MWBE state and federal laws and program regulations by certified and non certified businesses.

Note: For the purposes of this specification, the term "investigation" refers to the gathering of facts and developing of evidence for the purpose of substantiating allegations of fraud, prohibited business practices, and any other alleged violation under the jurisdiction of the state and federal certification programs. It requires developing the complete case from the original allegation through the preparation for presentation in administrative hearing proceedings and/or in superior court.

3. Monitoring: Reviews and analyzes state agency MWBE participation to determine whether program goals are being met; provides training and technical assistance in

establishing criteria for meeting goals and reporting participation.

Typical Work

Conducts research and analysis of business structures and operations to determine ownership and control for certification and recertification of business applications; manages and maintains an assigned caseload in accordance with required customer service standards;

Develops correspondence to obtain additional information; verifies information with Secretary of State, Departments of Revenue and Labor and Industries and other businesses and state agencies;

Conducts on site visits and inspections of firms to evaluate and analyze operations for compliance with state and federal program requirements; conducts interviews with employees and other minority shareholders; becomes knowledgeable of the operations, standards and business programs of the firms and industries; evaluates agency goal achievements and makes recommendations for improvement;

Reviews, analyzes, and interprets contracting documents, tax returns, financial statements, organization agreements, ownership documents and other records; monitors state contracting procedures to identify possible barriers preventing MWBE participation;

Determines and assigns standard industrial classification codes; prepares and signs written determination letters of certification and recertification approval or disapproval;

Reviews complaints of alleged violations from individuals, state and federal agencies, educational institutions and firms; determines OMWBE's jurisdiction over complaint; prepares and signs compliant notification correspondence, additional information requests and acknowledgment letters to complainant;

Conducts show cause appeal meetings to determine initial and continued certification eligibility; develops legal casework through research; documents findings in preparation of show cause meetings; reviews cases with private attorneys and assistant attorney general; prepares pertinent questions;

Plans and directs field investigations of violations of state and federal program regulations and policies; locates, and schedules interviews with individuals to obtain fact statements and conducts audits; analyzes and verifies various documents and data; prepares findings and reports and recommends applicable sanctions and

penalties; testifies as an expert witness on behalf of OMWBE at adjudicative proceedings and superior court appeals;

Conducts joint investigations with state and federal agencies and other jurisdictions; coordinates and/or assists in investigations with other local MWBE program jurisdictions; conducts special studies of standard industry practices;

Functions as intergovernmental liaison with other state and federal agencies; drafts proposed regulations and prepares written comments to proposed federal program regulations; serves as liaison between OMWBE and other state agencies and educational institutions; coordinates matters of mutual interest with other state agencies as necessary;

Writes procedure manuals detailing research, analytical and investigative methods employed by specialists; develops and recommends changes to MWBE plans and reporting procedures; develops criteria for evaluation of agencies' MWBE plans and quarterly and annual reports;

Writes and produces annual reports to Governor, legislature, state and business communities regarding use of MWBE firms; analyzes proposed legislation for OMWBE Director's review to prepare official response;

Plans, organizes and conducts management, organization and operations analysis; consults with administrative and operations staff in/outside agency to determine problem areas and solutions;

Analyzes and evaluates bid proposals and contract relationships for compliance with requirements; conducts special investigations, surveys, analyses on utilization of vendors by state agencies; makes recommendations for modifications and improvements to participation programs;

Provides technical assistance and oversight monitoring to state agencies and educational institutions; provides assistance in finding certified businesses with specific capabilities; conducts pre-bid conferences and responds to petitions for exception of expenditures;

Investigates, mediates and resolves disputes and complaints between certified businesses, contractors and state agencies regarding bids, proposals and performance on awarded contracts;

Takes action on special projects and plans, develops and implements agency's Business Partnership Program; reviews program policy and recommends changes;

Trains agency personnel on program use and interpretation of rules, regulations, statutory requirements;

Conducts program outreach and public relations; responds to requests for information on certification and other program issues from various parties and individuals; conducts business development and certification workshops; prepares training modules, visual aids and handout materials;

Performs other duties as assigned.

Knowledge and Abilities

Knowledge of: state and federal statutes, regulations and policies pertaining to the state and federal certification programs; investigative methods and techniques; report writing; principles and practices of conducting hearings; interviewing and mediation techniques; complex business structures and business operations ranging from construction work to engineering; marketing techniques; data processing and analysis; state accounting system; general industry practices of public and private employers; public relations; rules of evidence in administrative and judicial proceedings; common occupations and their skill requirements; legal documents, security agreements, community and separate property agreements, real estate leases and promissory notes.

Ability to: provide testimony for administrative and judicial hearings; perform investigations, interpret and apply state and federal rules, regulations, policies and procedures; communicate effectively with others, maintain composure in difficult or hostile situations; make difficult and accurate decisions in face of pressure or dispute; write clear and concise findings of fact and gather, preserve and present relevant evidence; record and analyze basic facts; draw logical and objective conclusions; work under stress and pressure; demonstrate effective oral and written communication skills; train and supervise others; professionally represent the agency at workshops and seminars; work effectively with individuals and groups in emotional and controversial circumstances; maintain effective working relationships with all levels of governmental entities and with the general public; work and make decisions independently, but with judgment as to when to confer with higher authority; travel frequently.

Minimum Qualifications

A Bachelor's degree in business or public administration, economics, law, or closely allied field and two years of professional experience in legal or financial analysis of business records, experience as a governmental purchasing officer, or

experience in contract administration, investigation, or operating or managing a business.

OR

One year as a MWBE Specialist 1 or equivalent in state service.

Additional specified experience will substitute, year for year, for education.

A Master's degree in business administration or a J.D. degree is substitutable for one year of the required experience.

New class: 9-11-87

Revised definition, distinguishing characteristics and minimum qualifications, general revision: adopted 5-10-96, effective 7-1-96