

**Position Description
Equal Opportunity Specialist**

Division of Enterprise Operations/Wisconsin Supplier Diversity Program

Minority and Service Disabled Veteran Owned business certification program

Under the supervision of the Director of the Supplier Diversity Program this position is responsible for the development and oversight of the Division's policies and procedures related to the administration of the State of Wisconsin Minority Business Enterprises (MBEs)and Service-Disabled Veteran Owned Business(DVBs) certification program in according with Wisconsin State statutes. This position will coordinate, evaluate and take appropriate action for the dissemination of information to minority owned businesses for State and non-state certification applicants. It will also provide similar coordination, evaluation and appropriate action for the dissemination of information to service disabled Veteran owned businesses within the State of Wisconsin.

This position will determine through consultation the appropriate certification for such businesses and conduct on site business investigations as required by Administrative Codes prior to final certification. It will require the individual to serve as lead person for technical, complex and problematic certifications in consultation with the Director of Supplier Diversity and DOA Legal Office. Familiarity with the internet and web based application processing is strongly encouraged.

Time, Goal and Worker Activities

(50%)

A. Management of the Minority Business Enterprises (MBE) and Service Disabled Veteran Owned Business (DVB) certification program

- A1. Manage the new applications and renewal process for the State of Wisconsin MBE/DVB certification program and provide technical and superior customer services to all applicants, vendors, community organizations and the general public.
- A2. Examine all legal and financial documents submitted by applicants independently to ascertain their suitability in meeting the documentary requirements of the certification regime and the issuance of the appropriate certificates for each category of firm.
- A3. Judiciously determine applications that require on-site visits and perform such site visits as required by forms utilized by the program for processing such visits as well as preparing industry specific questions to assist the process.
- A4. Maintain the MBE and DVB webpages and the application instruction pages for the on line certification process. Serve as the representative on all on line application development meetings with DET.
- A5. Serve as the MBE/DVB certification representative for all formal and informal appeal hearings and technical discussions.

- A6. Draft all correspondence to MBE/DVB applicants for supervisor's review prior to transmittal
- A7. Exercise good judgment in making appropriate coding for capabilities of certified firms in procurement, construction, architectural and engineering services.
- A8. Maintain the MBE/DVB web content on the DOA website.
- A9. Prepare, maintain and distribute the monthly activity reports on the status of MBEs and DVBS as required by the Supplier Diversity Program Director.

(40%)

B. Advocacy and outreach

- B1. Educate and serve as liaison to meetings with state and local agencies involved in supplier diversity especially with minority and service-disabled veteran owned businesses.
- B2. Participate in all activities of an outreach nature Marketplace and other events by county and city agencies.
- B3. Represent the program when required by maintaining contacts with state agencies and other governmental units.
- B4. Partner with other organizations in Wisconsin in promoting MBE/DVB certifications through workshops, webinars and seminars.

(10%)

C. Policy Development and management support services

- C1. Determine if revisions are needed for the Administrative Codes for the MBE and DVB programs from time to time and coordinate the need with the Program Director
- C2. Be available for cross training on the other certification programs of the State of Wisconsin especially WBE certification.
- C3. Be available for cross training on the STAR system which are necessary for the smooth running of the program.
- C4. Provide input when requested on the certification program for the budget process.
- C5. Perform other duties that may be assigned from time to time by the Program director for the smooth operation of the entire Wisconsin supplier Diversity Program in the Division of Enterprise Operations.

Knowledge, Skills and Abilities:

1. General knowledge of state and federal equal opportunity and affirmative action laws, regulations and processes.
2. Experience working with diverse populations.
3. Ability to provide complex office support, such as handling confidential materials, prioritizing, and managing correspondence.
4. Ability to collect, format, and analyze statistical and written data.
5. Ability to collect, analyze, plan, organize and present material.
6. Proficiency in the use of computers, including word processing, spreadsheet and database applications or other application software.
7. Ability to communicate clearly in both oral and written forms.
8. Strong business writing and interpersonal skills.
9. Ability to analyze problems objectively, to make effective recommendations and to assist with the implementation of solutions to these problems.
10. Demonstrated strong organizational ability and ability to multitask.