

Wisconsin Woman-Owned Business Enterprise (WBE) Certification Program

Division of Enterprise Operations/Department of Administration

Position Description

Under the supervision of the Director of the Supplier Diversity Program, this position is responsible for the development and oversight of the Division's compliance policies and procedures related to the administration of the State's Woman-Owned Business Enterprise (WBE) Certification Program. This position will evaluate and coordinate appropriate action in the dissemination of WBE certifications to both in-state and out-of-state applicants and provide essential WBE certification program support for compliance activities. This position will conduct on-site business registrations and serve as lead or technical liaison on complex and problematic certifications. This position will provide consultation to WBEs to determine the appropriate certification for their business.

Time, Goals and Worker Activities

- 70% **A. Management of the Woman-Owned Business Enterprise (WBE) Certification**
- A1. Manage the new application process, and annual renewal process and the three year recertification process for the WBE certification program.
 - A2. Examine required legal documents and independently determine the need for the submission of additional documentation as part of the desk review of applications.
 - A3. Identify applications that require an on-site business headquarters visit. Prepare industry specific questions to assist in the interview with the applicant.
 - A4. Maintain statistical database as required by law and create legislative and other reports to measure the effectiveness of the WBE certification program.
 - A5. Maintain the WBE webpage and the WBE application instruction program pages for the on-line application process. Serve as WBE representative on all on-line application development meetings.
 - A6. Serve as WBE certification representative at all formal and informal WBE appeal hearings.
 - A7. Draft program correspondence to WBE applicants for supervisor review.
 - A8. Monitor and compile information for distribution that assists WBE's in utilizing their State of Wisconsin WBE certification.

- A9. Oversee the collection of WBE application and three year recertification fees and generate reports for program budget.
- 20% **B. Advocacy and Outreach for Wisconsin woman-owned businesses**
- B1. Partner with other organizations in Wisconsin including woman-owned business certifiers, advocates and member organizations in promoting WBE certification through workshops, webinars and seminars for women.
- B2. Educate woman-owned businesses of the current state and non-governmental WBE certification programs, initiatives and policies.
- B3. Maintain contract and follow up with requests from the Governor's Office, Lt. Governor's Office and Department of Administration on information and details relating to state certified woman owned businesses.
- 10% **C. Policy Development and Management Support**
- C1. Determine the need for revisions to the Administrative Code for the WBE program.
- C2. Serve on steering and planning committees, boards or other organizational groups to assist in the development of special events and programs geared to help Wisconsin's woman-owned businesses as it relates to state WBE certification.
- C3. Provide input for WBE certification program budget process.
- C4. Other projects as assigned by the Bureau Director.

Knowledge, Skills and Abilities:

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