

**TITLE: ANALYST - BUSINESS COMPLIANCE/OUTREACH**

**QUALIFICATIONS:**

1. Associate degree in business administration, accounting, public finance or related field.
2. Knowledge of federal, state and local laws pertaining to contracts, SBE/MWBE, discrimination, regulations, bonding and insurance.
3. Experience in preparing database reports, report writing, organizing outreach activities and making presentations.
4. Ability to prioritize work and multi-task.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Establishes internal and external matchmaking opportunities for vendors properly certified to do business with the District.
2. Assists SBE/MWBE applicants as appropriate.
3. Works with personnel and various departments to identify opportunities for SBE vendors.
4. Conducts field audits to ensure compliance with work performance.
5. Conducts compliance reviews with contractor and subcontractors.
6. Develops a forum for pre-bid meetings and provides information on requirements for SBE/MBWE.
7. Investigates complaints and disputes at various job sites.
8. Reviews bid documents to ensure documents pertaining to SBE/MWBE requirements are included.
9. Conducts compliance reviews to ensure bidders are in compliance with SBE/MWBE requirements.
10. Prepares quarterly reports of SBE participation using the SBE database.
11. Participates in training programs offered to vendors.
12. Reviews informal purchases for SBE/MWBE participation.
13. Attends outreach functions and other agency networking activities.
14. Monitors prompt payment policy.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/28/06  
Replaces: Business Tracking and Compliance Analyst II  
Salary Level: 15  
Salary Range: \$36,869 - \$64,649  
Bargaining Unit: M  
Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.