

Job Title: Certified Business Enterprise Inclusion Officer

Grade: CS-14

Salary: \$100,639 - \$129,646

Requirements: Possession of a high school diploma/ GED 1 year of specialized experience equivalent to CS-13. This position is deemed **Security Sensitive**, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability.

**Qualifications:**

- Mastery of and understanding of the mission, objectives, strategies and program goals of the DGS in order to effectively advise on, organize, coordinate, and execute the implementation of a variety of major CBE contracting and procurement, performance management, and basic operational issues and concerns.
- Mastery of existing contracting and procurement rules and regulations, District and agency performance standards governing DGS operations and activities is required to assess and evaluate the content and impact of new and existing CBE contracts on agency programs and resources; and to recommend strategies and tracking solutions for agency performance management.
- Comprehensive knowledge of and skill in the application of quantitative and qualitative principles, concepts and method, their use in determining the effectiveness of the CBE program, and to interpret statistical data

**Job Description:**

Collective Bargaining Unit: This position is not covered by the collective bargaining unit.

This position is located in the Department of General Services (DGS), Office of the Director, Certified Business Enterprise Program (CBE). The CBE Program is a business inclusion program that supports the development, economic growth, and retention of local bona-fide District-based businesses and promotes economic development, by providing District-based firms with advantages in doing business with the District Government and expands the availability of business opportunities with District sponsored development projects.

**Duties and Responsibilities:**

- Serves as a key staff member for the agency, responsible for monitoring and development of CBE plans and strategies; and for the identifying programmatic challenges, areas requiring legislative and policy improvement; and organizations with ongoing resource concerns.
- Makes specific recommendations to the Director and Deputy Director regarding the establishment and implementation of standard operating procedures and agency policies to promote CBE participation in the agency.
- Ensures the development and distribution of regulatory information and instructional guides and materials throughout agency programs to inform, clarify and explain regulatory and policy changes; and to assess the need for specific CBE training within the agency.
- Establishes and maintains liaison with intra-departmental personnel, other D.C. governmental agencies, Federal agencies, trade organizations, and private concerns to promote advocacy of and contracting opportunities for small, local, and disadvantaged businesses.
- Establishes and maintains relationships with advocacy communities and organizations related to CBE, accessibility/disability rights, elderly affairs, job training and economic empowerment.

Your Agency or Business Name Here

[Your logo here]

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Requirements:

Qualifications:

Job Description:

dchr



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