

Dear Candidate,

GCAP Services, Inc. is looking for a Supplier Diversity Analyst to support our diverse consulting projects within the public contracting arena. This position is a **full-time, in-office** position in which the selected candidate will be required to provide on-site client support in **Oakland, CA** and the greater **Alameda County** region. Primary responsibilities include providing oversight on DBE and LBCE compliance tasks, processing LBCE certification applications, conducting assessments, developing spreadsheets, performing outreach, interfacing with clients, performing data analysis, and conducting site visits for labor compliance engagements. The Supplier Diversity Analyst will support, assess, and ensure compliance with DBE, SBE, LBCE, and other federal, state, and local supplier diversity program requirements.

The ideal candidate is organized, analytical, creative, personable, and passionate about supporting public sector agencies with local, small, diverse, and disadvantaged business enterprise programs. We are looking for someone who is self-motivated, thrives in a fast-paced environment, can work well within teams and independently, and possesses logical and critical thinking skills. Our ideal Supplier Diversity Analyst embraces our company values, can quickly adopt new concepts, and is capable of delivering optimal solutions to our clients.

### Our Values



### Qualifications

- 🎯 Bachelor's degree from a four-year college or university in Business Administration or related field or equivalent work experience
- 🎯 1-2 years of experience monitoring DBE, SBE, or other supplier diversity compliance, collecting and analyzing data, conducting outreach, coordinating events, and delivering client presentations with demonstrated knowledge of information management, business intelligence, and data mining or reporting
- 🎯 Knowledge or experience with labor compliance regulations and/or experience on construction sites

### Responsibilities

- 🎯 Manages, monitors, and ensures DBE and LBCE compliance on assigned projects
- 🎯 Reviews payments to SBEs, DBEs, LBCEs, and other diverse suppliers to calculate utilization rates and progress towards goals on a monthly basis
- 🎯 Develops monthly and quarterly reports as required
- 🎯 Addresses client inquiries and acts as primary point of contact on DBE and LBCE compliance projects
- 🎯 Develops and delivers presentations on DBE and LBCE metrics and utilization to clients
- 🎯 Reviews, tracks, and processes LBCE program certification applications

# Supplier Diversity Analyst

## Supplier Diversity Team

GCAP Services, Inc.  
3525 Hyland Avenue, Suite 140  
Costa Mesa, CA 92626

- 🏆 Plans and coordinates Small Business outreach activities such as training workshops, webinars, outreach meetings, and other related events
- 🏆 Presents SBE, DBE, and LBCE and labor compliance requirements at pre-bid meetings
- 🏆 Collaborates with Supplier Diversity team to define goals and develop sustainable best fit solutions
- 🏆 Works closely with client teams throughout the project performance and payment periods to identify and satisfy client needs
- 🏆 Supports staff with client requirements including preparing applicable spreadsheets, reports, documents, and emails
- 🏆 Collects and organizes data, reports, spreadsheets, and databases for analytical reporting
- 🏆 Supports labor compliance team by conducting jobsite visits in Alameda County area

### Skill Set & Personality

- 🏆 Analytical and critical thinker with knowledge of supplier diversity program requirements and applicable regulations and ability to interpret contract and invoice data
- 🏆 Passionate and logical people person that enjoys planning and facilitating outreach and training events, registering participants, managing and analyzing event data, and conducting follow-up activities for participants
- 🏆 Talented presenter with the ability to synthesize complex information and present it in an easily understandable way
- 🏆 Flexible, detail-oriented, and adaptive learner with organizational skills and ability to work with large amounts of data
- 🏆 Effective verbal and written communicator that understands the value of good customer service and internal collaboration with team
- 🏆 Technically skilled individual with proficiency in Microsoft Excel, Word, and PowerPoint and knowledgeable of web-based applications that include Microsoft Teams, Constant Contact, WebEx, GoToMeeting, and similar web-based applications and systems.

### Salary

- 🏆 \$60k-80k per year

### Benefits

GCAP values our employees and what they do for our success as an organization. We invest in our workforce, treat our employees with respect, and take pride in being an ethical and responsible employer. Therefore, GCAP offers the following benefits:

- 🏆 Medical, dental, and vision benefits—we cover 75% of employees' monthly medical premiums and 50% of employee deductibles



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- 🏆 21 PTO days per year for junior employees and the opportunity to earn 31 days per year after key employment milestones are achieved
- 🏆 401k matching and profit sharing
- 🏆 Tuition assistance and certification allowance
- 🏆 Opportunities to attend trade conferences and participate in internal trainings
- 🏆 Participation in quarterly all-hands meetings, holiday parties, and celebratory events

*Employee benefits are subject to change.*

For more information about our company, visit our [website](#). Interested candidates please email your resume to [sme@gcapservices.com](mailto:sme@gcapservices.com).