

May 24, 2019

TITLE: Title VI Administrator
EMPLOYMENT TYPE: Exempt
DIVISION: Administrative
APPLICATION DEADLINE: Friday, June 21, 2019
PAY RANGE: \$1,729 - \$2,594 per week (\$89,949 to \$134,924 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California

Job Summary: The Title VI Administrator reports to the Deputy General Manager/CEO, Executive Administration Office and administers programs to ensure that the San Mateo County Transit District (SamTrans) and the Peninsula Corridor Joint Powers Board (Caltrain) do not discriminate on the basis of race, color, or national origin in the delivery of programs and services.

Examples of Essential Functions:

- Ensure that SamTrans and Caltrain have policies and procedures in place to prevent discrimination on matters including: limited English proficiency, fare equity, service change equity, and complaint investigations.
- Serve as SamTrans' and Caltrain's subject matter expert on Title VI of the Civil Rights Act of 1964 (Title VI), Executive order 12898 on Environmental Justice, and related laws, rules and regulations.
- Lead coordinating committees and work groups to ensure that appropriate research, analysis, and fair decision making have occurred prior to changes in transportation services or facilities.
- Develop and administer Federal Transit Administration Title VI Programs for SamTrans and Caltrain that ensure equity in the delivery of transportation services.
- Serve as the liaison with internal and external stakeholders on matters concerning Title VI.

Examples of Duties:

- Analyze and monitor new and existing transit services, programs, activities, and fare changes to ensure compliance with Title VI non-discrimination statutes, regulations and guidance.
- Collaborate with internal departments responsible for activities that impact customers and surrounding communities, such as: transit services, routes, schedules, fares, fare media, and customer service.
- Analyze, interpret and monitor applicable local, state, and federal regulations on Title VI issues; keep internal stakeholders and sub-recipients informed of rules, regulations, and requirements.
- Develop and maintain effective relationships with relevant community groups, transportation-related organizations, and business groups in support of the Title VI Programs.
- Review statistical analyses of equity in the provision of transit services, fares, and programs.
- Prepare reports on Title VI Programs by compiling data, analyses, and other documentation generated by the responsible departments. Present reports to internal and external stakeholders.
- Train and educate internal and external stakeholders on Title VI compliance, issues and awareness.
- Oversee investigations of complaints and inquiries involving Title VI regulations. Recommend solutions to resolve issues. Draft formal responses to charges of discrimination.
- Administer and monitor the Language Access Program, to ensure the translation of vital documents and information.
- Monitor and assist contractors and sub-recipients to ensure compliance with Title VI.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Works under the supervision of the Deputy General Manager/CEO, Executive Administration Office who directs work, establishes goals and objectives, and evaluates performance.

Minimum Qualifications: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's Degree in human resources, business administration, public administration, planning or other related field.
- Three years' experience administering a civil rights program (i.e. Title VI Program, Disadvantaged Business Enterprise Program, or Equal Employment Opportunity Program).

Other Requirements:

- Experience administering Title VI programs is desirable.
- Must possess effective written and oral communication skills.
- Must be proficient in Microsoft Office suite.

Selection Process May Include:

Applications will be screened for completeness and minimum qualifications
 Written and/or skills assessment examination
 Finalists will be interviewed by a screening and selection panel
 Background investigation

Current Employment Benefits at SamTrans:

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> • Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation • New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

How to Apply:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package (**including responses to the supplemental questionnaire**) must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request.
 If you have a need for an accommodation, please call (650)508-6308.
 SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans