

September 16, 2020

TITLE: Manager, Civil Rights Programs
EMPLOYMENT TYPE: Exempt
DIVISION: Executive (Administrative)
APPLICATION DEADLINE: Friday, October 16, 2020
PAY RANGE: \$2117 - \$3,175 per week (\$110,089 - \$165,134 estimated annual)
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Full-Time

JOB SUMMARY:

The Manager, Civil Rights Programs reports to the Deputy General Manager/CEO, and is responsible for advocating and overseeing programs to ensure equal employment opportunity (EEO), Disadvantaged Business Enterprise (DBE) utilization, payment of prevailing wages, and related Civil Rights programs for the San Mateo County Transit District (SamTrans), and the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee the development and administration of EEO, DBE, Labor Compliance, and Title VI Programs.
- Develop, administer, and evaluate policies and procedures to achieve compliance with EEO, DBE, Title VI, and prevailing wage laws and regulations. Recommend operational changes as appropriate.
- Subject matter expert on matters related to EEO, DBE, prevailing wages, and related Civil Rights issues.
- Investigate employee appeals, discrimination complaints and employment inquiries involving the Equal Pay Act, Title VII, Title VI, Executive Order 11246, ADEA, Rehabilitation Act, Veterans Readjustment Act and the ADA.
- Report to the General Manager/CEO, Executive Team and other stakeholders on the status of the EEO program goals, objectives and challenges.
- Supervise staff. Hires, mentors and takes appropriate corrective action and/or disciplinary action. Ensures EEO and affirmative action policies and procedures are followed. Participates in the selection and coordination of staff training and professional development, establishes performance objectives, monitors and evaluates employee performance.

EXAMPLES OF DUTIES:

- Develop the District Equal Employment Opportunity Plan.
- Advocate for SamTrans and Caltrain policies, procedures, and practices that foster fair and equal employment practices, attain DBE utilization, and ensure the payment of prevailing wages.
- Recommend solutions to resolve complaints. Prepare response to charges of discrimination.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Provide EEO training to employees and managers.
- Collect and analyze employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
- Serve as the DBE Liaison Officer and EEO Officer for Caltrain and SamTrans, consistent with applicable U.S. Department of Transportation guidance.
- Prepare regular reports to Deputy General Manager/CEO on all program metrics and areas of responsibility.
- Perform all job duties in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Evaluate job performance based on the success of staff professional development that includes but is not limited to mentoring staff, identifying on-the-job and other professional development opportunities for staff career development.
- Perform a variety of professional duties in assigned areas of responsibility.

SUPERVISION: Work under the general supervision of the Deputy General Manager (CEO), who 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 Business Administration, Public Administration, Human Resources, Industrial Relations, or a related field.
- Five years full-time experience with EEO, DBE, Labor Compliance, and/or Title VI Program management which must have included three years of full-time supervisory experience.

PREFERRED REQUIREMENTS:

- Experience in a public agency.
- Experience in conducting sensitive and confidential investigations.
- Experience in identifying and responding to sensitive community and organizational issues.
- Ability to analyze and assess operational needs and make appropriate adjustments.
- Possess effective written and oral communication skills.
- Demonstrated ability to exercise discretion and good judgment.
- Strong and effective interpersonal skills, including the ability to listen well.
- Must be proficient in Microsoft Office Suite.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Public Employees Retirement Systems (CalPERS) and Social Security <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:

- ***Due to COVID-19, please apply online at www.smctd.com/jobs.html*** . You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- 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.
- Whether applying online or with a paper application, your completed application package 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.

You may call (650) 508-6308 to verify that your online application package has been received. 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.