

September 3, 2021

TITLE: EEO Program Administrator
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Executive Office
PAY RANGE: \$1,914- \$2,870 per week (\$99,511 - \$149,267 estimated annual)
APPLICATION DEADLINE: **Continuous Recruitment (1st Cut-off September 24 2021)**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Equal Employment Opportunity (EEO) Program Administrator reports to the Manager of Civil Right Programs and will be responsible for investigating complaints of discrimination, monitoring the Districts EEO program, and developing strategies to promote equitable policies related to the hiring, promotion, discipline and recruiting activities. The position will primarily work for and the San Mateo County Transit District (SamTrans) and the Peninsula Corridor Joint Powers Board (Caltrain).

The Office of Civil Rights is responsible for the administration and enforcement of local, state, and federal civil rights laws and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide oversight and recommendations for selection and hiring processes to ensure a fair and equitable hiring process.
- Investigates internal agency discrimination complaints and employment inquiries involving the Equal Pay Act, Title VII, Executive Order 11246, ADEA, Rehabilitation Act, Veterans Readjustment Act and the ADA.
- Develops and conducts various types of training and guidance and guidance to employees, supervisors, and managers on harassment, hostile work environment, and other prohibited conduct as needed.
- Develop and implement a District investigation plan and procedure with case management system.

EXAMPLES OF DUTIES:

- Develop, monitor, and administer the District's EEO/AAP to ensure compliance with federal/state regulations, policies, and guidelines. Provide recommendations to reflect diversity, equity, and inclusion.
- Provide training to all employees on the District's EEO and Prevention of Sexual Harassment in the Workplace policies.
- Provide guidance and consulting with executive management on the interpretation and implementation of the EEO/Affirmative Action Plan and annual goals. Identify trends or patterns data that support policy and procedural recommendations.
- Assists in organizational development in assigned areas by identifying equity issues, collecting data, analyzing alternatives, and making recommendations.
- Monitor, investigate, and resolves complaints of alleged discrimination. Prepares findings and OCR response and recommendations.
- Prepare reports for management including data on hiring, terminations, discipline, promotions, and recruitment activities. Create and maintain computer reports for employee tracking activities.
- Collaborate with other departments and OCR staff to ensure federal and state compliance on EEO related matters.
- Works with the Districts Employee Resource Groups to develop and implement diversity programs.
- Perform all job duties and responsibilities in a safe manner to protect yourself, 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 Manager, Office of Civil Rights 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. Professional experience such as assisting in administering an EEO program may be substituted for the education on a year for year basis.
- Three (3) years full-time experience with implementing and monitoring EEO programs, which must have investigation experience and report writing.

PREFERRED QUALIFICATIONS

- Experience in a public agency.
- Completion of EEO Investigator Training
- Experience indicating knowledge of methods and techniques used in conducting investigations and complaint resolution.
- Familiarity with federal triennial reviews and report submission.
- Experience in identifying and responding to sensitive community and organizational issues.
- Developing and implementing training programs.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- 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:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application. This is a Continuous Recruitment (1st Cut-off September 24, 2021). A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.