



**CIVIL RIGHTS OFFICER I
CIVIL RIGHTS OFFICER II**

JC: HF230, HF231
PB: 02, 04
FLSA: Non-Exempt

PC: 753, 755
BU: 91 (NR)
Created: January 1, 1999
Revised: April 11, 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of professional duties in support of the Office of Civil Rights including equal employment opportunity compliance, and disadvantaged business enterprise contract administration; provides information and assistance to District employees, contractors, and the general public on policies and procedures in program areas; and performs related duties as assigned.

CLASS CHARACTERISTICS

Civil Rights Officer I--This is the entry level class in the Civil Rights Officer series. This class is distinguished from the Civil Rights Officer II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

Civil Rights Officer II--This is the full journey level class within the Civil Rights Officer series. Employees within this class are distinguished from the Civil Rights Officer I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPORTS TO

These positions report to the Manager of Civil Rights Programs or his or her designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Performs a variety of professional duties in support of the District's Office of Civil Rights including either disadvantaged business enterprise contract administration, and/or equal employment opportunity compliance.
2. Plans and participates in the investigations of job applicant and employee discrimination complaints; interviews involved parties; communicates with employees and management to resolve issues and facilitate counseling as needed.

Civil Rights Officer I/II

Page 2

3. Responds to charges of discrimination filed by job applicants and employees with the District or outside enforcement agencies; maintains complaint logs and records; prepares appropriate status reports.
4. Develops and presents District-wide Equal Employment Opportunity training programs including sessions on lawful selection procedures, prohibited conduct, Americans with Disabilities Act, and new hire orientations; researches and evaluates training options and materials; interprets District policies and procedures.
5. Compiles and analyzes data on hiring, separations and promotions; participates in recruitment activities; maintains computer reports for employee tracking activities; prepares reports for management as needed.
6. Designs and participates in the implementation of programs to promote and enhance Disadvantaged Business Enterprise participation; assists contractors with certification and re-certification processes; reviews applications and performs site certification interviews; provides recommendations for the certification of businesses as appropriate.
7. Establishes DBE goals for District contracts; participates in pre-bid conferences; reviews and recommends contract specification language.
8. Monitors contracts and progress payments to ensure compliance; investigates and responds to complaints between DBE contractors and the District; reports violations and makes recommendations for corrective action.
9. Develops and maintains contract award database; prepares charts and reports summarizing DBE statistics; meets Federal and District DBE reporting requirements.
10. Composes and sends letters notifying firms of certification and re-certification; responds to letters of appeal; requests additional information and documentation as needed.
11. Provides information and general assistance to executive staff, other departments, and the public regarding EEO and DBE policies and procedures.
12. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

QUALIFICATIONS

Civil Rights Officer I

Knowledge of:

- Basic principles and practices of equal employment
- opportunity and disadvantaged business enterprise programs
- Basic methods and techniques used in conducting research and analyzing data
- Basic principles and procedures of personnel administration and labor relations
- Basic investigative techniques and complaint resolution
- Business writing and report preparation

Civil Rights Officer I/II

Page 3

- Current office procedures, methods and equipment including computers
- Related Federal, State and local laws, codes and regulations

Ability to:

- Learn professional services within the Office of Civil Rights
- Learn equal employment opportunity theory, applicable policies, procedures, laws, and regulations
- Identify and respond to employee inquiries, complaints, concerns and needs
- Conduct training programs
- Conduct investigations and assist in complaint resolution
- Maintain accurate and complete program records
- Operate office equipment including computers and support word processing and spreadsheet Applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, personnel management, industrial relations or a closely related field from an accredited college or university.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Professional experience such as assisting in administering disadvantaged business enterprise contracts, and/or equal employment opportunity programs may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

Civil Rights Officer II

In addition to the qualifications for Civil Rights Officer I:

Knowledge of:

- Principles and practices of equal employment opportunity compliance and disadvantaged business enterprise contract compliance
- Methods and techniques used in conducting research and analyzing data
- Principles and procedures of personnel administration and labor relations
- Contract administration and compliance
- Investigative techniques and complaint resolution

Skill in:

- Providing professional services within the Office of Civil Rights independently in the absence of supervision
- Understanding, interpreting and applying equal employment opportunity theory, applicable policies, procedures, laws, and regulations
- Developing and implementing training programs

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public administration, personnel management, industrial relations or a closely related field from an accredited college or university.

Experience:

Two (2) years of (full-time equivalent) verifiable professional experience in developing and monitoring equal employment opportunity, or disadvantaged business enterprise program.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: TBD

Census Code: TBD

Safety Sensitive: TBD