



MANAGER OF TITLE VI AND ENVIRONMENTAL JUSTICE

JC: 000250

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: March 2001

Updated: June 2019

*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

Under general direction, manages and ensures the District's and its subsidiaries' compliance with federal, state and local civil rights/non-discrimination legislation, including Title VI of the Civil Rights Act of 1964, Districtwide environmental justice, and Language Assistance programs; makes recommendations for action and assists in policy and procedure development and implementation; provides responsible management support to the Senior Manager of Workforce & Policy Compliance Programs; . and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification which manages and oversees the activities and operations of the Title VI and Environment Justice unit of the Office of Civil Rights. This classification provides support to senior management in managing resources and programs within the Office of Civil Rights, reviews and evaluates programs, directly manages activities and provides substantive recommendations within the area of assignment. This classification is distinguished from the Senior Manager of Workforce & Policy Compliance Programs in that the latter manages all divisions and activities within the Workforce & Policy Compliance area of the Office of Civil Rights.

REPORTS TO:

Senior Manager of Workforce and Policy Compliance Programs or his/her designee.

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

1. Manages and implements Title VI and Environmental Justice programs; conducts statistical analysis of transit service data; develops plans for projects and coordinates project site visits.
2. Oversees, implements, and monitors Language Assistance Program; develops programs and processes to ensure persons with Limited English Proficiency (LEP) are afforded access to transit services and benefits.
3. Manages selected small-scale special projects to assure timely completion and adherence to specifications. Coordinates with other departments and divisions to ensure timely and effective completion of the projects assigned.

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4. May be responsible for coordinating the review, development and implementation of emergency contracts including identification of funding sources, and development and presentation of documentation required for Legal and General Manager approval.
5. Manages, reviews, responds to, and resolves Title VI complaints filed by contractors and customers.
6. Coordinates with various District departments and outside vendors on legal issues as needed for agreements and special projects as needed. Oversees public outreach and involvement.
7. Represents the District in meetings with representatives from the community, outside agencies, professional organizations, and the public at large; represents the Manager in a variety of meetings, and assists in all areas of department administration.
8. Develops policy and procedures for handling District assets; initiate changes as needed.
9. Prepares, reviews, researches, presents, and reports qualitative and quantitative analytical Title VI/EJ reports and presentations to executive management, Board of Directors, FTA regional office, other transit agencies, Office of the General Counsel, outside agencies and the public.
10. Manages the activities of the District consultants including the selection, assigned activities ensuring that work is conducted and completed in accordance with contractual obligations.
11. Assists on special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of project control/management and administration including budgeting and scheduling.
- Principles and practices of cost estimating, cost scheduling, and financial analysis.
- Principles and practices of budget preparation and administration.
- Methods and techniques of contract development.
- Principles and techniques of public relations and inter-governmental relations.
- Principles and practices of contract administration.
- Civil Rights laws, rules, regulations, and policies.
- Related Federal, State and local codes, laws and regulations.
- Funding and regulatory policies and procedures of various agencies.
- Principles and practices of supervision and training
- Methods and techniques of needed computer software.

Skill in:

- Developing proposals and budgets.
- Performing financial analysis and analyzing complex financial information.
- Developing project scopes and schedules.
- Preparing and tracking budgets, forecasts and schedules. Preparing clear and concise administrative and financial reports.

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- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in meeting project goals.
- Qualitative, quantitative, statistical, technical, and data analysis.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's Degree in Business Administration, Economics, Political Science, Psychology, Public Administration, or a related field.

Experience:

Five (5) years of (full-time equivalent) verifiable professional Title VI, Title VII, equal employment opportunity compliance, and/or civil rights investigation experience which must have included two (2) years of supervisory experience.

Other Requirements:

May require moving/lifting portable computers and audio/visual equipment up to 25 pounds.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens. Field and system environment as applicable to project management requirements.

Physical Conditions:

May require maintaining physical condition necessary for field site visits and presentations.

BART EEO-1 Code: 1500 – Supervisors/Other
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No