



MANAGER OF TITLE VI AND ENVIRONMENTAL JUSTICE

JC: 000250

PB: 9

BU: 95 (NR)

FLSA: Exempt

*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 (Title VI), Districtwide environmental justice (EJ), 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 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; Manages, reviews, responds to, and resolves Title VI complaints filed by contractors and customers; Oversees public outreach and involvement.
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.
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.

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5. Coordinates with various District departments and outside vendors on legal issues as needed for agreements and special projects as needed.
6. 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.
7. Develops policy and procedures for handling District assets; initiate changes as needed.
8. 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.
9. Manages the activities of the District consultants including the selection, assigned activities ensuring that work is conducted and completed in accordance with contractual obligations.
10. Assists on special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of project control/management and administration including budgeting, scheduling, including principles and practices of cost estimating, cost scheduling, and financial analysis
- Methods and techniques of contract development
- Principles and techniques of public relations and/or inter-governmental relations
- Applicable Title VI, environmental justice, and 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

Skill/ Ability in:

- Developing proposals and budgets
- Developing project scopes and schedules
- Preparing and tracking budgets, forecasts, and schedules
- Preparing clear and concise administrative and financial reports
- Qualitative and quantitative analysis of complex problems
- Identifying alternative solutions, identifying and mitigating risks of proposed actions and implementing policy in a fast-paced environment
- 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:

Possession of a bachelor's degree in Business Administration, Economics, Political Science, Psychology, Public Administration, Public Policy, Law, or a closely related field from an accredited college or university.

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Experience:

The equivalent of five (5) years of full-time professional verifiable Title VI, Environmental Justice, social science, Civil Rights, social justice, diversity, equity, inclusion research and program implementation experience, which must have included two (2) years of supervisory experience.

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

CLASSIFICATION HISTORY

Created : March 2001
Revised : September 2021
Updated : October 2021