



SENIOR WORKFORCE AND POLICY COMPLIANCE ANALYST

JC: 000297

PB: 5

FLSA: Exempt

BU: 91 (NR)

Created: 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 supervision, performs a variety of complex technical and analytical duties in support of the coordination, implementation and administration of the District's Title VI, Environmental Justice and Language Assistance Plan programs; monitors and reviews BART projects to ensure compliance to Title VI, EEO, FTA, and other federal, state, and local regulations; coordinates administrative systems, procedures, processes and operations; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Workforce and Policy Compliance Analyst series. This classification possesses a specialized, technical, or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. This classification is distinguished from the Manager of Title VI/Environmental Justice in that the latter has managerial oversight responsibilities for the Title VI, Environmental Justice program within the Workforce & Policy Compliance Division of the Office of Civil Rights.

REPORTS TO

Manager of Title VI & Environmental Justice or his/her designee.

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

1. Conducts Title VI fare, service, and equity analyses of all BART projects to determine compliance with Title VI requirements established by the Federal Transit Administration (FTA); collaborates with all BART departments to ensure compliance.
2. Implements the District's Language Assistance Plan (LAP) and monitors the program; serves as a primary contact for translation and interpretation services.
3. Assists with the implementation of policy and procedural modifications; evaluates impact on divisions or departments; develops implementation plans; recommends and implements modifications.
4. Implements new systems, methods and procedures; monitors program progress in meeting goals

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and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary.

5. Coordinates and participates in District department or division organizational studies involving administrative or operational systems, procedures, functions, processes and techniques.
6. Develops, implements and administers special administrative programs; analyzes current and historical trends; prepares and presents reports.
7. Provides assistance in organizational development in assigned areas; identifies issues; collects data; analyzes alternatives and makes recommendations.
8. Implements Title VI public participation and public involvement process; develops outreach plans for equity analyses, including survey development and scheduling outreach events and meeting/focus groups.
9. Compiles survey data and public input to qualitatively and quantitatively analyze and make an assessment for public participation reports for incorporation into equity analyses.
10. Monitors transit service through statistical and regression analysis to determine equity.
11. Develops training materials and trains recipients on Title VI requirements.
12. Responds to and investigates Title VI complaints; conducts interviews and gathers facts to assist in the resolution of issues.
13. Oversees general office activities; procures supplies; approves invoices; develops personnel schedules; responds to inquiries; investigates complaints; provides general analytical support.
14. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.
15. Responds to and resolves difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program area including administrative, financial, or operations functions.
- BART's Title VI Program.
- Principles and practices of program development and implementation.
- Principles and practices of budget preparation and administration.
- Methods of administrative, organizational, economic, and procedural analysis.
- Methods and techniques of statistical and financial analysis.
- Business computer applications for statistical analysis and data management.
- Principles and practices of procurement, purchasing, and accounting.
- Methods and techniques used to conduct a variety of analytical studies.

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- Principles, practices, methods and techniques of report preparation.
- Principles and procedures of record keeping.
- Office equipment including computers, supporting word processing, and spreadsheet applications.
- Related Federal, state and local laws, codes and regulations.

Skill in:

- Performing complex analytical duties.
- Maintaining accurate records and files.
- Delivering presentations.
- Preparing clear and concise administrative, budgetary, and financial reports.
- Collecting, evaluating and interpreting complex information and data.
- Identifying language assistance deficiencies.
- Reviewing and analyzing complex technical documents and proposals.
- Analyzing complex problems, identify alternative solutions and recommend conclusions.
- Working independently in the absence of supervision.
- Interpreting and apply laws, policies, rules and regulations.
- Establishing and maintaining effective working relationships.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Public Administration, Economics, Public Policy, Political Science or a related field.

Experience:

Three (3) years of (full-time equivalent) verifiable professional administrative, analytical and/or policy analysis experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

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: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No