



SENIOR MANAGER OF CONTRACT AND LABOR COMPLIANCE PROGRAMS

JC: 000233

PB: 10

FLSA: Exempt

BU: 95 (NR)

Created: October 2007

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 the Contract Compliance, Certification Programs, and Labor Compliance programs of the Contract and Labor Compliance Programs Division of the Office of Civil Rights; performs related duties as assigned.

CLASS CHARACTERISTICS

This classification is the full managerial level responsible for perform full functional management responsibility for multiple divisions of a major department of the organization with significant responsibility for managing, administering, and implementing multiple policies or programs, responsibility for directing the work of Managers, and significant strategic development, implementation and administration of planning future delivery of services that may have significant, long-term impact to the organization. This classification is distinguished from the Director of the Office of Civil Rights for the District's Equal Employment Opportunity, Title V, Environmental Justice and Labor Compliance programs.

REPORTS TO:

Director of the Office of Civil Rights or designee.

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

1. Oversees and manages the development and implementation of Contract Compliance, Certification Programs, and Labor Compliance programs; makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
2. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.

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3. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
4. Participates in the development and administration of an assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
5. Directs, coordinates and reviews the work of staff and outside contractors; serves as liaison between departments and executive offices to ensure program and project implementation within budget.
6. Provides instruction and guidance to internal and external stakeholders to ensure compliance with federal and state laws and regulations.
7. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
8. Directs and ensures timely response to legislative, media and community requests; develops and implements legislative changes to existing State statutory regulations.
9. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees and other management staff.
10. Plans and coordinates staff meetings regarding assigned projects and programs; schedules meetings and prepares agendas; arranges facilities; notifies participants.
11. Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
12. Works with staff and internal stakeholders to keep current with District policies and procedures, The Office of Civil Right Standard Operating Procedures, and sections of the Engineers Operating Manual.
13. Serves as the liaison within the District and with outside agencies; provides solutions and methodologies for effective support to District operations; negotiates and resolves sensitive and controversial issues. Explains, justifies and defends programs, policies and activities.
14. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

QUALIFICATIONS

- Professional office administration practices and procedures
- Diversity and inclusion practices and principles
- Methods and techniques of research and analysis
- Principles and practices of project coordination and management

- Methods and techniques of policy analysis and development
- Principles of strategic planning and managing change processes
- Principles of management and training
- Methods and techniques of training needs analysis and development
- Principles of budget preparation and control
- Principles and practices of business math, accounting and budgeting
- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Principles of business letter writing and report preparation
- Principles and procedures of filing and record keeping
- English usage, spelling, grammar and punctuation
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Performing professional level administrative support services
- Developing, implementing, interpreting and applying department policies, procedures, goals and objectives
- Exercising sound independent judgment within general policy guidelines
- As assigned, leading, organizing, and reviewing the work of staff
- Independently preparing correspondence and memoranda
- Planning, organizing and administering special projects and programs
- Planning, organizing and scheduling office priorities
- Researching, analyzing, compiling and summarizing a variety of materials
- Preparing and administering department budgets
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Interpreting and explaining District policies and procedures
- Analyzing problems, identifying alternative solutions and making recommendations
- Communicating clearly and concisely, both orally and in writing
- Public speaking and presentation delivery
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Political Science, Psychology, Public Administration, or a related field from an accredited college or university.

Experience:

Five (5) to seven (7) years of professional verifiable experience in planning and policy analysis or related experience.

Substitution:

Additional 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.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0100 – Administrative Services Managers
Safety Sensitive: No