



SUPERVISOR OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

JC: 000243

PB: 7

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 directions, supervises the activities of BART's Equal Employment Opportunity (EEO) and Diversity Inclusion Program units; ensures the District's compliance with Title VII of the Civil Rights Act and other federal EEO laws; oversees and administers diversity initiatives in support of the District's strategic plan; oversees and administers districtwide EEO Training programs as required by law; provides responsible staff assistance to the Senior Manager of Workforce & Policy Compliance; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first line full supervisory level classification within the Workforce and Policy Compliance Division of the Office of Civil Rights. This classification is responsible for supervising, assigning and reviewing the work of subordinate staff. This classification may also be responsible for overseeing the work of outside contractors and assists higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. This classification is distinguished from the Senior Manager of Workforce and Policy Compliance in that the latter is responsible for the all operations and activities of the EEO, Title VI, and Environmental Justice programs for the Workforce and Policy Compliance Division of the Office of Civil Rights.

REPORTS TO

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

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

1. Directs, coordinates, and reviews subordinate staffs investigations and addresses Equal Employment Opportunity concerns and complaints (informal and formal) from applicants, employees and non-employees filed internally or externally through the Department of Fair Employment & Housing, Equal Employment Opportunity Commission, or Federal Transit Administration on behalf of the District.
2. Conducts the most complex EEO complaint investigations; provides thorough and complete investigation reports in support of the District in litigation.

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3. Oversees the evaluation and monitoring of the District's hiring and selection process through the concurrence review process conducted by EEO staff; responds to and resolves escalated issues with Human Resources staff, various hiring departments and unions.
4. Supervises the work of subordinate staff; provides and coordinates training and administers disciplinary procedures, as appropriate.
5. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
6. Develops training curriculum; coordinates District's Office of Civil Rights EEO training offerings.
7. Prepares analytical and statistical reports on operations and activities.
8. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned District department or division service programs, service delivery methods and procedures; works with co-workers on the continuous improvement of District services.
9. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise project progress; makes adjustments as necessary.
10. Provides staff assistance to higher level management; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Coordinates assigned program activities with those of other departments, divisions and outside agencies and organizations.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration, business administration, finance, human resources and related areas.
13. Administers and coordinates initiatives to promote workforce diversity and organizational effectiveness.
14. Assists in the development of a strategic plan for the organization, including assessing workforce planning strategies by department and/or by profession/trades to help address District underutilization.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of EEO/Affirmative Action programs
- Uniform Guidelines on Employee Selection Procedures of 1978
- Principles of supervision, training and performance evaluation.
- Principles and practices of program development and implementation.
- Principles and practices of budget preparation and administration.

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- Methods of administrative, organizational, economic and procedural analysis.
- Organization objectives, procedures, policies and regulations.
- Methods and techniques of statistical and financial analysis.
- Principles and practices of procurement and purchasing.
- Principles and practices of accounting.
- Effective and strategic outreach, recruitment, and marketing strategies.
- Methods and techniques used to conduct a variety of analytical studies.
- Principles, practices, methods and techniques of report preparation.
- Principles and procedures of record keeping.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Related Federal, state and local laws, codes and regulations.

Skill in:

- Conducting impartial workplace investigations
- Supervising, organizing and reviewing the work of lower level staff.
- Recommending and implementing goals and objectives for providing effective services.
- Administering and implementing workforce development strategies.
- Reviewing and analyzing complex technical documents and proposals.
- Planning and supervising research projects for assigned District department or division functions and operations.
- Applying practices, theories, techniques and management methodology to assigned area.
- Coordinating and administering budget process for assigned department or division.
- Researching, analyzing, and evaluating programs, policies, and procedures.
- Communicating clearly and concisely, both orally and in writing.
- Interpreting and explaining District policies and procedures.
- Preparing clear and concise reports.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in Accounting, Business Administration, Economics, Psychology, Public Administration, Sociology or a related field.

Experience:

Four (4) years of (full-time equivalent) verifiable EEO Investigation or Affirmative Action administration experience which must have included at least one (1) year of administrative and/or lead supervisory experience.

Substitution:

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

WORKING CONDITIONS

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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