

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/about-samtrans/jobs>

Employment Hotline 650-508-6308

July 25, 2022

TITLE: Title VI/Social Equity Administrator
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Office of Civil Rights
PAY RANGE: \$ 1,913.67 - \$ 2,870.51 weekly (\$99,511 - \$149,267 estimated annual)
APPLICATION DEADLINE: **Continuous Recruitment (Open until filled - 1st cut off August 12, 2022)**
WORK LOCATION: San Carlos
WORK SCHEDULE: Hybrid Work Schedule

GENERAL DESCRIPTION: Title VI Social Equity Administrator serves as the District's Title VI and Diversity, Equity, Inclusion expert and reports to the Manager of Civil Rights. This Title VI/Social Equity Administrator is responsible for the development, implementation and administration of the District's Title VI Program, Equity Engagement, and a partner in shaping the District's Diversity and Equity plan.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Ensure that SamTrans and Caltrain have policies and procedures in place to prevent discrimination on matter including: limited English proficiency, fare equity, service change equity, and complaint investigations.
- Serve as SamTrans' and Caltrain's subject matter expert on Title VI of the Civil Rights Act of 1964 (Title VI), Executive Order 12898 on Environmental Justice, and related laws, rules and regulations.
- Engage Advise and manage engagement related to limited English proficient communities including coordinating interpretation and translation assignments.
- Establishes and maintains effective working relationships with District divisions, community organizations, the public, and county colleagues to ensure that appropriate engagement, research, and analysis have occurred in an equitable manner.
- Develop and administer Federal Transit Administration Title VI Programs for SamTrans and Caltrain that ensure equity in the delivery of transportation services.

EXAMPLES OF DUTIES:

- Analyze and monitor new and existing transit services, programs, activities, and fare changes to ensure compliance with Title VI non-discrimination statutes, regulations and guidance.
- Manage and implement equity and cultural competence initiatives to increase staff engagement across District divisions, workplace, transportation, and transit equity processes.
- Collaborate with internal departments responsible for activities that impact customers and surrounding communities, such as: transit services, routes, schedules, fares, fare media, and customer service.
- Analyze, interpret and monitor applicable local, state, and federal regulations on Title VI and equity issues; keep internal stakeholders and sub-recipients informed of rules, regulations, and requirements.
- Review statistical analysis of equity in the provision of transit services, fares, and programs.
- Prepare reports on Title VI Programs by compiling data, analyses, and other documentation generated by the responsible departments. Present reports to internal and external stakeholders.
- Train and educate internal and external stakeholders on Title VI compliance, issues, and awareness.
- Develops and delivers presentations when required to committees, Boards, and other stakeholders as requested.

- Oversee investigations of complaints and inquiries involving Title VI regulations. Recommend solutions to resolve issues. Draft formal responses to charges of discrimination.
- Administer and monitor the Language Access Program, to ensure the translation of vital documents and information.
- Monitor and assist contractors and sub-recipients to ensure compliance with Title VI.
- Conduct service and fare equity analyses in collaboration with Planning, Communications, Legal, and Government Affairs.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Office of Civil Rights Manager who directs work, establishes goals and objectives, and evaluates performance. The Office of Civil Rights directly reports to the Deputy GM and Executive Director of People and Culture.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's Degree in Human Resources, Law, Business Administration, Public Administration, Planning or other related field.
- Three (3) years' experience administering or creating a civil rights or equity program (i.e. Title VI Program, Diversity, Equity, and Inclusion or Equal Employment Opportunity Program).

PREFERRED QUALIFICATIONS:

- Experience working in a public transit related field.
- JD or Graduate Degree in Public Policy, Public Administration, or Planning.
- Data Analysis skills in Microsoft Excel or Access or working with Census data to develop reports strongly desired.
- Bilingual abilities are a plus.

SELECTION PROCESS MAY INCLUDE: The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.samtrans.com/about-samtrans/jobs. This is a continuous recruitment until filled with first cut-off date of August 12, 2022. Complete an online employment application. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.