

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline 650-508-6308

October 14, 2022

**TITLE:** Deputy Director, Office of Civil Rights  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Human Resources  
**APPLICATION DEADLINE:** **Sunday, November 13, 2022**  
**PAY RANGE:** **\$2,866.57 - \$4,299.84 Weekly (\$149,062 - \$223,592 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**GENERAL:** The Deputy Director, Office of Civil Rights (OCR) reports to the Chief People Officer with a dotted line to the Deputy General Manager/CEO and is responsible for ensuring federal and diversity goals are communicated, implemented, and addressed. The Deputy Director, OCR ensures equal employment opportunity (EEO), Disadvantaged Business Enterprise (DBE) utilization, payment of prevailing wages, and related Civil Rights programs for the San Mateo County Transit District (SamTrans), and the Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Oversee the development and administration of EEO, DBE, Labor Compliance, and Title VI Programs.
- Responsible for policies and procedures to achieve compliance with EEO, DBE, Title VI, and prevailing wage laws and regulations. Recommend operational changes as appropriate.
- Provide guidance to the General Manager/CEO, Executive Team, and other stakeholders and report on the status of the EEO, DBE, prevailing wages, and related Civil Rights program goals, issues, objectives, and challenges.
- Oversee the investigations of employee appeals, discrimination complaints and employment inquiries involving the Equal Pay Act, Title VII, Title VI, Executive Order 11246, ADEA, Rehabilitation Act, Veterans Readjustment Act and the ADA.
- Responsible for the Diversity, Equity, and Inclusion (DEI) strategy and goals for the District.
- Serves as the liaison between the District and FTA, federal and local agencies on EEO, DBE, and Civil Rights programs.
- Supervise staff. Hires, mentors and takes appropriate corrective action and/or disciplinary action. Ensures EEO and affirmative action policies and procedures are followed. Participates in the selection and coordination of staff training and professional development, establishes performance objectives, monitors and evaluates employee performance.

## **EXAMPLES OF DUTIES:**

- Oversee the development of the District Equal Employment Opportunity Plan.
- Acts as the advocate for SamTrans and Caltrain policies, procedures, and practices that foster fair and equal employment practices, attain DBE utilization, and ensure the payment of prevailing wages.
- Oversee the resolution of complaints and the preparation of responses to charges of discrimination.
- Oversee the EEO training to employees and managers.
- Serve as the DBE Liaison Officer and EEO Officer for Caltrain and SamTrans, consistent with applicable U.S. Department of Transportation guidance.
- Represent OCR at District Leadership Meetings.
- Responsible for the development of regular reports to the executive team and other stakeholders on all program metrics and areas of responsibility.

- Perform all job duties in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Evaluate job performance based on the success of staff professional development that includes but is not limited to mentoring staff, identifying on-the-job and other professional development opportunities for staff career development.
- Perform a variety of professional duties in assigned areas of responsibility.

**SUPERVISION:** Work under the general supervision of the Chief People Officer and has a dotted line to the Deputy General Manager/CEO, who establishes goals and objectives and evaluates performance.

**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 Business Administration, Public Administration, Human Resources, Industrial Relations, or a related field.
- Six years full-time experience with EEO, DBE, Labor Compliance, and/or Title VI Program management which must have included three years of full-time management experience.

**PREFERRED QUALIFICATIONS:**

- Experience in a public agency.
- Experience in identifying and responding to sensitive community and organizational issues.
- Ability to analyze and assess operational needs and make appropriate adjustments.
- Possess effective written and oral communication skills.
- Demonstrated ability to exercise discretion and good judgment.
- Strong and effective interpersonal skills, including the ability to listen well.

**SELECTION PROCESS MAY INCLUDE:**

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

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

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days 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) <ul style="list-style-type: none"> <li>• Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation up to the CalPERS compensation limits</li> <li>• New Members – 2% @ 62 benefit formula, 3-year average of highest compensation up to the PEPRRA compensation limits</li> </ul>

**HOW TO APPLY:**

- To apply, please visit <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm **Sunday, November 13, 2022**. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application 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](mailto:hr@samtrans.com).
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.