

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

January 24, 2023

**TITLE:** Manager, Civil Rights Programs  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Administrative (People & Culture)  
**APPLICATION DEADLINE:** Sunday, February 19, 2023  
**PAY RANGE:** \$2,342.00 - \$3,513.00 weekly (\$121,792 - \$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Manager, Civil Rights Programs reports to the Deputy Director of OCR, and is responsible for implementation and oversight to ensure equal employment opportunity (EEO), Disadvantaged Business Enterprise (DBE) utilization, Title VI, 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 and administer projects in EEO, DBE, Labor Compliance, and Title VI Programs that support the OCR goals and objectives
- Develop, administer, and evaluate policies and procedures to achieve compliance with EEO, DBE, Title VI, and prevailing wage laws and regulations. Recommend operational changes as appropriate.
- Subject matter expert on matters related to DBE, prevailing wages, and related Civil Rights issues.
- Liaison with department managers and staff to ensure compliance program objectives are achieved
- Investigate employee appeals or assist in investigation of discrimination and employment complaints. Investigate any complaints with labor or DBE issues.
- Supervise and support staff to include mentoring or recommending 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:**

- Develop clear policies, guidelines and procedures for compliance related reporting.
- Ensure OCR related information is communicated and available for District Staff
- Draft and coordinate board materials as required including staff reports, presentations, and resolutions
- 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.
- Identify and recommend strategies that improve processes and collaboration between agency departments
- Review of contracts and projects to support the growth of DBE and SBE participation
- Approve timesheets and payments
- Lead report development and monitoring including identifying problem areas, settling goals and timetables, and strategies to achieve goals.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- .Prepare regular reports to Deputy Director of Office of Civil Rights on all program metrics and areas of responsibility.

- Prepare and manage board materials and reporting required by the FTA
- Perform all job duties in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Work with the Director to 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.

**SUPERVISION:** Works under the general supervision of the Deputy Director. Office of Civil Rights, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. 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.
- Five (5) years full-time experience with EEO, DBE, Labor Compliance, and/or Title VI Program management.
- Three (3) years of full-time supervisory experience.

**PREFERRED QUALIFICATIONS:**

- Experience in a public agency.
- Experience in the monitoring and implementation of DBE and Labor Compliance Programs
- 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.
- Must be proficient in Microsoft Office Suite.

**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.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

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

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| 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</li> <li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li> </ul> |

**HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, February 19, 2023. 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 [recruitment@samtrans.com](mailto:recruitment@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.