

# **JOB OPENING ANNOUNCEMENT**

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

Employment Hotline 650-508-6308

**August 4, 2022**

**TITLE:** Manager, Social Equity Programs  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Office of Civil Rights  
**APPLICATION DEADLINE:** **Sunday, August 27, 2023**  
**PAY RANGE:** **\$2,342 - \$3,513 weekly (\$121,792 - \$182,688 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Manager, Social Equity Programs plans, organizes, and manages staff and programs that focus on the equity programs of the District. This position is responsible for leading and implementing programs that recognize the breadth of work between compliance and achieving equity for both internal staff and external community members. The position will supervise the EEO Administrator and Title VI Social Equity Administrator and reports to the Deputy Director of the Office of Civil Rights.

This position will be part of the District's Shared Services model, which will report directly to District leadership (SamTrans and Transportation Authority) and provide services to Caltrain.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Expand, mentor, and lead the District's growing Employee Resource Group (ERG) program.
- Identify, develop, and present training programs that address equity, prevent harassment, and increase accessibility.
- Develop, recommend, administer, and evaluate policies and procedures to achieve diversity, equity, inclusion, and belonging to move beyond federal and state compliance.
- Subject matter expert on matters related to EEO, ADA, Title VI, Title VII, and related Civil Rights issues.
- Lead and build out equity initiatives from concept to completion.
- Work with multiple agencies that report to separate leadership and Board of Directors.
- Responsible for the Investigation of discrimination complaints, employee appeals, and employment inquiries involving the Equal Pay Act, Title VII, Title VI, Executive Order 11246, ADEA, Rehabilitation Act, Veterans Readjustment Act, and the ADA.
- 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:**

- Define and monitor relative metrics and prepare regular reports to the Executive Team on equity programs' barriers, challenges, and successes.
- Collaborate and aid departments to identify and implement equity goals and programs.
- Identify and manage consultants to provide topical training or services to benefit the District's program on diversity, equity, and inclusion.
- Educate employees through events, written information, or presentations on equity issues and how every employee can contribute to an improved work culture.
- Advocate for SamTrans, Transportation Authority, and Caltrain policies, procedures, and practices that create inclusive work culture and equity. This may include, but be limited to, recommending better hiring and promotional practices.

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

- Oversee the planning of training for District staff, including EEO and Title VI related topics.
- Support ERGs by providing technical assistance on leadership and supporting employee engagement.
- Advise and provides technical assistance on how departments and teams can reach their equity goals.
- Create and present an equity budget for approval that will encompass the activities and tools needed to implement approved programs.
- Lead and supervise the District's DEI Committee.
- 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 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:** Works under the general supervision of the Deputy Director of the 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, Sociology, Anthropology, Human Resources, Industrial Relations, or a related field.
- Five (5) years full-time experience with EEO, Title VI, or DEI management, which must have include three (3) years of full-time supervisory experience.
- In lieu of degree required, work-related experience may be considered on a year-for-year basis.

**PREFERRED QUALIFICATIONS:**

- Experience working in a public agency.
- Experience in identifying and responding to sensitive community and organizational issues.
- Experience providing presentations and training, as well as experience writing for diverse audiences.
- 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.
- Proficient in Microsoft Office Suite.

**IDEAL CANDIDATE**

- The District is looking for a self-starter who is used to working from the ground up with support from several staff who believe in supporting this work.
- The ideal candidate will be able to work with ambiguity and develop a strategy that will shape the District's overall Diversity, Equity, and Inclusion (DEI) plan.
- Must be an engaging and empathetic communicator who can effectively communicate both verbally and in writing with all levels of staff throughout the District and the community.

**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>

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
Work Location:	Select positions are eligible to work remote up to 50% of the time
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, August 27, 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.