

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

September 8, 2023

TITLE: Civil Rights Analyst
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Office of Civil Rights
APPLICATION DEADLINE: Sunday, October 8, 2023
PAY RANGE: \$35.33 - \$53.00 hourly (\$73,494 - \$110,241 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Civil Rights Analyst reports to the Manager, Civil Rights and is responsible for supporting the Disadvantaged Business Enterprise (DBE) program with contract compliance, monitoring, and reporting. The position will primarily work for Peninsula Corridor Joint Powers Board (Caltrain) and the San Mateo County Transit District (SamTrans).

The Office of Civil Rights is responsible for the administration and enforcement of local, state, and federal civil rights laws and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Create, analyze and prepare quarterly compliance reports for Federal Transportation Administration and Board submission.
- Coordinate compliance with vendors to ensure prompt payment and contract compliance.
- Develop reports and provide analysis for metrics, budgeting, and DBE goal achievement.
- Assist DBE Administrator in the tracking of DBE goal attainment.

EXAMPLES OF DUTIES:

- Collaborate with Agency departments to obtain information regarding vendors and sub-contracts to ensure compliance in various databases.
- Develop materials to educate and assist internal and external stakeholders with contract compliance.
- Review and monitor contracts, RFPs, and other documents to ensure accurate information concerning DBE/SBE participation and prompt payment reporting requirements.
- Assist contractors with certification or recertification process by working with the DBE Administrator to gather and review required information and documentation.
- Communicates with primes, subcontractors, and other vendors regarding contract compliance.
- Ensure compliance through the B2Gnow compliance database by tracking payments, resolving payment discrepancies, closing contracts and ensuring timely audits.
- Creation and preparation of data reports that include both narrative and data analyses.
- Assist in outreach to vendors regarding DBE opportunities
- 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 general supervision of the Manager, 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, Social Work, Human Services, Data Analytics, Economics, Political Science, or closely related field
- Two (2) years of professional experience with federal and state civil rights laws, programs, and reporting requirements.
- Intermediate to advanced experience using computer applications such as Word, Excel (Pivot Tables) and statistical databases.

PREFERRED QUALIFICATIONS:

- Experience in a public or transit agency.
- Familiarity or experience with minority, government, or business programs (SBE, DBE, MBE, etc).
- Experience with EEO reporting requirements for public agencies
- Experience with B2gnow vendor payment software, Peoplesoft, and LCPTracker.

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 21 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">• 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 <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, October 8, 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.
- 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.