

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**January 26, 2022**

**TITLE:** Equal Employment Opportunity Program Administrator  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Executive Office  
**APPLICATION DEADLINE:** **Sunday, February 25, 2024**  
**PAY RANGE:** **\$1,913.67 - \$2,870.52 weekly (\$99,511 - \$149,267 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Equal Employment Opportunity (EEO) Program Administrator reports to the Manager of Social Equity and will be responsible for investigating complaints of discrimination, monitoring the Districts EEO program, and developing strategies to promote equitable policies related to the hiring, promotion, discipline and recruiting activities. The position will primarily work for and the San Mateo County Transit District (SamTrans) and the Peninsula Corridor Joint Powers Board (Caltrain). 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:**

- Provide oversight and recommendations for selection and hiring processes to ensure a fair and equitable hiring process.
- Investigates internal agency discrimination complaints and employment inquiries involving the Equal Pay Act, Title VII, Executive Order 11246, ADEA, Rehabilitation Act, Veterans Readjustment Act and the ADA.
- Develops and conducts various types of training and guidance and guidance to employees, supervisors, and managers on harassment, hostile work environment, and other prohibited conduct as needed.
- Ensure case management information is up to date

**EXAMPLES OF DUTIES:**

- Develop, monitor, and administer the District's EEO/AAP to ensure compliance with federal/state regulations, policies, and guidelines. Provide recommendations to reflect diversity, equity, and inclusion.
- Provide training to all employees on the District's EEO and Prevention of Sexual Harassment in the Workplace polices.
- Manages case informational entry and coordination of whistleblower complaints
- Assists in organizational development in assigned areas by identifying equity issues, collecting data, analyzing alternatives, and making recommendations.
- Monitor, investigate, and resolves complaints of alleged discrimination. Prepares findings and OCR response and recommendations.
- Prepare quarterly and annual reports for management including data on hiring, terminations, discipline, promotions, and recruitment activities. Create and maintain computer reports for employee tracking activities.
- Collaborate with other departments and OCR staff to ensure federal and state compliance on EEO related matters.
- Writes memorandums, closing letters, and responses to EEO inquiries

- 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, Social Equity Programs, 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, Ethnic Studies, Psychology, Sociology, Women Studies, Public Administration, Human Resources, Industrial Relations, or a related field. Professional experience such as assisting in administering an EEO program may be substituted for the education on a year for year basis.
- Three years (3) full-time experience with implementing and monitoring EEO or Workforce Equity programs, which must have investigation experience and report writing.

**PREFERRED QUALIFICATIONS:**

- Experience in a public agency.
- Experience with case management software
- Completion of EEO Investigator Training
- Experience indicating knowledge of methods and techniques used in conducting investigations and complaint resolution.
- Familiarity with federal triennial reviews and report submission.
- Experience in identifying and responding to sensitive community and organizational issues.
- Developing and implementing training programs.

**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)
  - 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, February 25, 2024**. 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

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

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.