



JOB TITLE:	DIRECTOR OF EEO & WORKFORCE INCLUSION	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	DEPUTY GENERAL MANAGER – ADMINISTRATION & DEV'T	EEO CATEGORY:	01 – EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the direction of the Deputy General Manager, Administration and Development the Director of EEO & Workforce Inclusion performs professional work in the development, implementation and monitoring of the District’s Equal Employment Opportunities program in compliance with federal and state laws and regulations. This position serves as the EEO Officer for the District. Ensures compliance with Title VII of the Civil Rights Act. Oversees and administers diversity and workforce inclusion programs and EEO training. Performs other related work as required and/or special projects as assigned.

Essential Responsibilities

- Develops and implements the District’s FTA EEO/Affirmative Action Program including managing action plans and strategies necessary to support a diverse and inclusive work culture.
- Designs, implements, and monitors internal audit and reporting systems to measure program effectiveness and progress toward reaching EEO established goals.
- Responds to Federal Transit Administration Audits.
- Oversees compliance with federal Title VII programs.
- Consults with and advise the General Manager, Deputy General Managers, District Officers, supervisory personnel, employees and their representatives and officials in the interpretation and application of federal, state and local laws regarding EEO policies; present recommendations to the Board of Directors, the General Manager and Deputy General Managers.
- Conducts complex EEO complaint investigations; make recommendations to management; may negotiate settlements and assist with appropriate resolution including coaching and counseling employees and managers; making disciplinary recommendations, attending various hearings and/or mediations as necessary.
- Works with the District’s legal team to resolve EEO matters as necessary.
- Provides Alternative Dispute Resolution for employees as an internal mediation process to help reach solutions when employee conflict arises.
- Interprets and communicates policies and procedures regarding harassment and discrimination.



- Educates managers on issues of fair treatment and equal access to opportunities and to ensure that relevant policies and procedures are understood and implemented.
- Conducts coaching to managers on a wide variety of matters involving employee relations, performance, and discipline.
- Collaborates with Human Resources to ensure fair employment practices for outreach, recruitment, hiring, training, promotion, and separation by periodically reviewing employment practices.
- Acts as liaison with compliance agencies such as FTA, Civil Rights, EEOC and represent District at related hearings and mediations; may negotiate settlements with outside compliance agencies.
- Monitors legislative activity impacting EEO and Diversity programs including analyzing related legislative bills and court decisions that may result in policy and/or practice updates.
- Provides mandatory EEO related trainings for all staff and new hires.
- Responsible for EEO-4 Reporting.
- Performs strategic planning and oversight for the successful implementation and execution of the District's Diversity, Equity, and Inclusion action plan to help shape a diverse and inclusive workforce.
- Leads and/or assists with the implementation and facilitation of Employee Resource Groups.
- Conducts and analyzes the bi-annual Employee Engagement and Diversity, Equity, and Inclusion Climate Assessment Survey.
- Develops, designs, and delivers training programs as needed for EEO, American with Disabilities Act (ADA), leave management, workforce diversity, equity and inclusion and other areas as determined.
- Researches and engages with consultants and vendors for Diversity, Equity, and Inclusion trainings.
- Contributes to the development of supervisory and management training to include professional development, performance evaluations, employee relations, conflict resolution, discipline, grievance processing and interviewing and selection. May engage consultants and/or present various trainings.
- Provides guidance and oversight for supervised staff.
- Ensures supervised staff follow established safe work practices and obey safety rules.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Effective management principles and techniques of business or public administration applicable to FTA Equal Employment Opportunity Compliance Programs, Human Resource Management and Diversity, Equity and Inclusion strategies
- Federal, state, and local regulatory requirements relative to EEO/Affirmative Action programs, policies, and procedures
- Principles of workplace investigations, conflict resolution and mediation
- Principles of supervision, coaching and performance evaluation
- Principles of program development and administration
- Principles of leave management
- Principles and methods for training design, facilitation and effectiveness
- Principles of Diversity, Equity and Inclusion programs
- Disadvantaged Business Enterprise contracting



Ability to:

- Drive change, influence others, and get results necessary to improve programs.
- Adhere to high ethical principles and serve as a role model demonstrating District Values.
- Maintain the highest degree of confidentiality.
- Build and sustain constructive working relationships at all levels of the organization.
- Work independently and successfully with others.
- Plan, organize and prioritize a large and diverse workload in a demanding work environment to meet critical deadlines.
- Demonstrate leadership and teambuilding skills.
- Demonstrate conflict resolution and active listening skills.
- Demonstrate critical thinking, problem solving and analytical skills to form conclusions and make recommendations that hold up under scrutiny.
- Demonstrate persuasion skills utilizing diplomacy, tact and professional demeanor at all times.
- Demonstrate effective oral and written communication skills.
- Demonstrate proficiency in using a personal computer and Windows-based applicable software (Word required, Excel, and PowerPoint).
- Adhere to District Values.

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree with major course work in human resources management, business administration, public administration, employment law, or related field.
- A Master's degree in a related discipline will be substituted for one year of experience.
- A minimum of four years' of increasingly responsible position-related human resources management experience in administration of EEO and Diversity programs including complaint investigation, EEO training and leave management in accordance with federal, state, and local regulatory requirements.

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. Incumbent is required to operate District vehicles on a regular basis.

Physical Requirement:

Most work is conducted in an office environment although field investigation work will be required as needed. Requires ability to use personal computers for varying periods of time. Some lifting may be required, generally up to ten pounds. Records management may involve stooping, bending, and reaching motions.