



SENIOR MANAGER OF WORKFORCE AND POLICY COMPLIANCE

JC: 000238

BU: 95 (NR)

PB: 10

FLSA: Exempt

*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.*

DEFINITION

Under general direction, plans, develops, implements, and manages the District's Equity Programs, which are comprised of multiple activities and programs related to Equal Employment Opportunity/Title VII of the Civil Rights Act of 1964 (EEO/Title VII), Title VI of the Civil Rights Act of 1964 (Title VI), Environmental Justice, racial equity, diversity, inclusion and social justice programs; develops and implements compliance policies and recommendations to ensure the District and its subrecipients and contractors are in compliance with federal, state and local civil rights/non-discrimination legislation and with district policy; provides highly responsible and complex administrative support to the Director of the Office of Civil Rights; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position classification has full functional management responsibility for all program areas in the Workforce and Policy Compliance Division of the Office of Civil Rights. Classifications at this level have significant responsibility for managing, administering, and implementing multiple policies or programs, responsibility for directing the work of managers, and oversight of the strategic development, implementation and administration of future services that may have significant, long-term impact to the organization. This classification is distinguished from the Director of the Office of Civil Rights by this classification's specific focus on the District's Equity Programs.

REPORTS TO

Director of the Office of Civil Rights or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Oversees and manages the development, implementation, and administration of the District's Equity Programs including financial planning, staffing, training, audit, reporting and compliance oversight; makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
2. Conducts a variety of organizational, operational, and analytical studies and investigations; recommends modifications to existing programs, policies, and procedures as appropriate; prepares a variety of formal reports.
3. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
4. Participates in the development and administration of an assigned budget; forecasts funds

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needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

5. Directs, coordinates, and reviews the work of staff and outside contractors; serves as liaison between departments and executive offices to ensure program and project implementation within budget.
6. Directs and ensures timely response to legislative, media and community requests; develops and implements changes to existing State and federal law.
7. Plans, prepares, and coordinates the preparation of reports including recommendations to the Board of Directors, committees, and other management staff.
8. Serves as the liaison within the District and with outside agencies; provides solutions and methodologies for effective support to District operations; negotiates and resolves sensitive and controversial issues. Audits, explains, justifies and defends programs, policies, and activities.
9. Selects, trains, motivates, and evaluates assigned personnel; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures when necessary.

QUALIFICATIONS

Knowledge of:

- Related Federal, State, and local laws, codes, and regulations, including but not limited to Title V and Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act of 1991, California Fair Employment Act, Uniform Guidelines on Employee Selection Procedures
- Professional office administration practices and procedures
- Diversity, equity & inclusion practices and principles including racial equity and related social justice principles
- Methods and techniques of research and policy analysis and development
- Principles and practices of project coordination and management
- Principles of strategic planning and managing change processes
- Principles of management and training
- Principles and practices of business math, accounting, and budgeting
- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Principles of business writing and report preparation

Skill/Ability in:

- Developing, implementing, interpreting, and applying department policies, procedures, goals, and objectives
- Exercising sound independent judgment within general policy guidelines
- As assigned, leading, organizing, and reviewing the work of staff
- Independently preparing correspondence and memoranda
- Planning, organizing, and administering special projects and programs
- Planning, organizing and scheduling office priorities
- Researching, analyzing, compiling, and summarizing a variety of materials
- Preparing and administering department budgets

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- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Developing Interpreting and explaining policies and procedures
- Analyzing problems, identifying alternative solutions, and making recommendations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree in Business Administration, Political Science, Psychology, Public Administration, PublicPolicy, Sociology, Law, or a closely related field from an accredited college or university.

Experience:

The equivalent of five (5) years of full-time professional verifiable experience in equity programs which may include EEO/Title VII, Title VI, environmental justice, racial equity, social justice, affirmative action, diversity, equity, inclusion and/or other related civil rights program administration experience, which must have included at least two (2) years of managerial level experience.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0100 – Administrative Services Managers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : January 2007
Revised : September 2021
Updated : October 2021