



SENIOR TITLE VI AND ENVIRONMENTAL JUSTICE ANALYST

JC: 000297

BU: 91 (NR)

PB: 5

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 supervision, performs a variety of complex technical and analytical duties in support of the coordination, implementation and administration of the District's Title VI, Environmental Justice and Language Assistance Plan programs; monitors and reviews BART projects to ensure compliance to Title VI, FTA, and other federal, state, and local regulations; coordinates administrative systems, procedures, processes and operations; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Workforce and Policy Compliance Analyst series. This classification possesses a specialized, technical, or functional expertise within the area of assignment or may exercise lead supervision over assigned lower-level staff. This classification is distinguished from the Manager of Title VI/Environmental Justice in that the latter has managerial oversight responsibilities for the Title VI and Environmental Justice program within the Workforce & Policy Compliance Division of the Office of Civil Rights.

REPORTS TO

Manager of Title VI & Environmental Justice or designee

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

1. Conducts Title VI fare, service, and siting equity analyses of all BART projects to determine compliance with Title VI requirements established by the Federal Transit Administration (FTA); collaborates with all BART departments to ensure Title VI compliance.
2. Implements the District's Language Assistance Plan (LAP) and monitors the program; serves as a primary contact for translation and interpretation services.
3. Assists with the review and update to Title VI policies, procedures, and programs; evaluates impact on divisions or departments, as well as external stakeholders; develops implementation plans; recommends and implements modifications.
4. Assists with the triennial review of the District's Title VI Program to monitor and report compliance efforts to the FTA.
5. Develops, implements, and administers Title VI programs; analyzes current and historical trends, including service, fare, and siting cumulative equity impacts, to identify equity risks and make recommendations; prepares and presents reports.

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6. Develops and monitors key performance indicators, including community equity metrics; identifies current equity issues and risks; collects data, including original qualitative data collected through survey design and implementation; analyzes policy and procedural alternatives and makes recommendations.
7. Implements Title VI public participation and community engagement processes; develops outreach plans for equity analyses, including survey development and scheduling outreach events and meetings/focus groups.
8. Compiles survey data and public input to qualitatively and quantitatively assess the impacts of proposed changes on BART riders for public participation reports included in equity analyses.
9. Monitors transit service, fares, and projects through statistical and regression analysis to determine the impacts of current and proposed changes on different demographic groups.
10. Develops training materials and trains subrecipients on Title VI requirements.
11. Investigates and responds to Title VI complaints; conducts interviews and gathers facts to assist in the resolution of sensitive issues and inquiries.
12. Represents the Title VI and Environmental Justice unit at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.
13. Supports the District's Title VI and Environmental Justice and Limited English Proficiency Advisory Committees, including agenda and presentation development, meeting logistics and facilitation, and member recruitment.
14. Supports in the oversight of general office activities; procures supplies; approves invoices; develops personnel schedules; responds to inquiries.

QUALIFICATIONS

Knowledge of:

- Title VI and Environmental Justice regulations and/or other Civil Rights regulations
- Principles and practices of racial and social equity
- Related Federal, state, and local laws, codes, and regulations
- Principles and practices of program development and implementation
- Community engagement strategies
- Language assistance
- Methods of administrative, programmatic, procedural, and policy analysis
- Methods and techniques of statistical analysis needed to conduct a variety of analytical studies
- Software and applications for statistical analysis and data management
- Principles, practices, methods, and techniques of report and policy document preparation
- Office equipment including computers supporting word processing and spreadsheet applications

Skill/ Ability in:

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- Performing complex analytical duties
- Maintaining accurate records and files
- Preparing and delivering presentations
- Drafting clear and concise analytical reports and policy documents
- Collecting, evaluating, and interpreting complex information and data
- Developing language assistance measures
- Reviewing and analyzing complex regulatory and compliance documents
- Interpreting and applying laws, policies, rules, and regulations
- Analyzing complex problems, identifying alternative solutions, and recommending conclusions
- Establishing and maintaining effective working relationships with internal and external stakeholders
- Working independently in the absence of supervision
- Communicating clearly and concisely, both orally and in writing
- Operating office equipment including computers and supporting word processing and spreadsheet applications

MINIMUM QUALIFICATIONS

Education:

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

Experience:

The equivalent of three (3) years of full-time professional verifiable administrative, analytical, policy analysis, or a closely related experience.

Substitution:

Additional professional 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: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : June 2019
Revised: April 2022
Updated :