**Director of Office of Civil Rights**

Class Code: XF115

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT (BART)
Established Date: Jan 1, 1999
Revision Date: Jun 1, 2019

**SALARY RANGE**

$76.62 - $116.07 Hourly
$6,129.27 - $9,285.88 Biweekly
$13,280.08 - $20,119.42 Monthly
$159,361.00 - $241,433.00 Annually

## JOB SUMMARY:

DEFINITION
Under general directions, directs all Office of Civil Rights services and activities, including Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Small Business (SB), Local Small Business (LSB), Title VI, contract & labor compliance, and all other District equity programs; coordinates assigned activities with other departments and outside agencies; provides highly complex support to the General Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS
This is a director-level classification fully responsible for the administration and management of a major department. Classifications at this level generally guide operations through the establishment of objectives, policies, rules, methods and standards and manages, through subordinate staff, the activities and operations of the department. This classification is distinguished from other manager-level classifications within the Office of Civil Rights by its full management responsibility for all services within the department.

REPORTS TO
General Manager or designee

## EXAMPLES OF DUTIES:

1. Assumes full management responsibility for all department services and activities including equal employment opportunity compliance, disadvantaged business enterprise program and contract compliance; recommends and administers policies and procedures.

2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area. Manages the ongoing improvement and development of District programs.

3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

4. Plans, directs and coordinates, through subordinate level staff, the Office of Civil Rights' work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

6. Monitors internal grievances and external complaints regarding potential discrimination; directs the conduct of complaint investigations; develops and reviews reports of findings; approves major recommendations for resolutions.

7. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.

8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

9. Operates a comprehensive civil rights and equity program; serves as BART liaison officer for equity programs.

10. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

11. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.

12. Represents the Office of Civil Rights to the Board of Directors, other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

13. Provides staff assistance to the Executive Manager, Transit System Compliance; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

14. Attends and participates in professional group meetings; stays abreast of new trends and innovations related to disadvantaged business enterprise and equal opportunity matters; evaluates their impact upon District operations.

15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## MINIMUM QUALIFICATIONS:

Education:
Possession of a bachelor's degree in Business Administration, Public Administration, or a closely related field from an accredited college or university.

Experience:
The equivalent of seven (7) years of full-time professional verifiable experience in civil rights program management experience or a closely related field, which must have included three (3) years of management-level 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.

## KNOWLEDGE AND SKILLS:

Knowledge of:

- Related Federal, State and local laws, codes and regulations
- Operations of a comprehensive civil rights program including equal employment opportunity, and/or disadvantaged business enterprise programs
- Principles and practices of policy analysis, development, and administration
- Principles and practices of program development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Performance and process analysis improvement
- Equity and compliance programs, practices, and implementation

Skill/ Ability in:

- Managing a comprehensive equal employment opportunity, and/or disadvantaged business enterprise program
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Preparing and administering large and complex budgets
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Planning, organizing, directing and coordinating the work of lower-level staff
- Developing and administering departmental goals, objectives and procedures
- Selecting, supervising, training and evaluating staff
- Delegating authority and responsibility
- Researching, analyzing and evaluating new service delivery methods and techniques
- Preparing clear and concise administrative and financial reports
- Establishing and maintaining effective working relationships with those contacted in the course of work

## WORKING CONDITIONS:

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
May require maintaining physical condition necessary for walking, standing or sitting for

prolonged periods of time.

## ADDITIONAL INFORMATION:

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| Bargaining Unit: | Non-Represented |
| Salary Grade: | N12 |
| FLSA: | Exempt |
| Safety Sensitive: | No |