**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

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**INTEROFFICE MEMORANDUM**

*(This form must be completed and approved by the General Manager before a position is posted.)*

DATE: 1/2/2024

MEMO TO: Robert Powers, General Manager

FROM: Office of Civil Rights

SUBJECT: Recruitment & Selection Process Review
Job Posting #9885, Group Manager, Capital Projects, Pay Band N11

The following is information regarding the recruitment and selection process for the position of Group Manager, Capital Projects.

## I. Placement Goals

This position is in the Executive & Manager Job Group. The following are District Wide placement goals:

- **Minority (regardless of gender)**
- **Female**
- **Asian Male**
- **Hispanic Male**
- **Hispanic Female**
- **Two or more races**

## II. Recruitment Efforts

1. Hiring Manager: Lyn Williams, Assistant Chief, Infrastructure Delivery Officer

2. Posting:

   Internal Only: ☐*

   Internal and External: ☒

   ***(*Note: if this is internal only, please provide rationale as to how that decision was determined and related background information).***

3. Closing Date: Duration of one month from the posting date

4. Advertisement would be in:

a) Careers in Government
b) BART Internal Job Posting site.
c) www.Linkedin.com
d) www.Indeed.com
e) www.caljobs.ca.gov
f) www.localjobnetwork.com and various local, diverse job search engines that are focused on Female/Minority/Disabled/Vet job seekers.

## III. Selection Process

- Review for Minimum Qualifications
- Application screening – Additional Qualification Screen
- 1st Round Interview w/ memo exercise
- 2nd Round Interview w/ presentation (TBD)

## IV. Selection Panel – 1st Round

The following have been identified as preliminary interview panel members. Should the panel members change, the General Manager will be provided with updated panel information.

| | Panelists | Title & Department | Ethnicity | Gender |
|---|---|---|---|---|
| 1 | Priya Mathur | Director of Funding Strategy | American Indian/ Alaskan Native | Female |
| 2 | Manal Bishr | Asst Chief Infrastructure Delivery Officer | White | Female |
| 3 | John Garnham | Grp Mgr Rail Vehicle Capital Projects | White | Male |
| 4 | Randall Radford | Superintendent of Systems Maintenance | African American | Male |

## V. Selection Panel – 2nd Round

The following have been identified as preliminary interview panel members. Should the panel members change, the General Manager will be provided with updated panel information.

| | 2nd Round Panelists | Title & Department | Ethnicity | Gender |
|---|---|---|---|---|
| 1 | Lyn Williams | Asst Chief Infrastructure Delivery Officer | White | Female |
| 2 | Zecharias Amare | Asst Chief Infrastructure Delivery Officer | African American | Male |
| 3 | Sylvia Lamb | AGM, Infrastructure Delivery | White | Female |

Robert M. Powers
Reviewed and Approved by General Manager

2 JAN 2024
Date

*Note: This approval of this memorandum by the General Manager will authorize the Human Resources Department to post the indicated position.*