



## EQUAL EMPLOYMENT OPPORTUNITY ANALYST I / II

JC: 000311/000310

PG: N02/N04

FLSA: Exempt

BU: 91 (NR)

Created: January 2020

*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 supervision, performs a variety of professional level duties in support of BART's Equal Employment Opportunity (EEO) programs, including the development of the Equal Employment Opportunity Plan (EEO Plan); monitors assigned areas of BART's hiring and selection process; investigates internal and external agency complaints of violations of BART's EEO and sexual harassment policies; delivers EEO and diversity training; performs a variety of complex, technical, analytical, and administrative duties for the Office of Civil Rights; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

**Equal Employment Opportunity Analyst I:** This is the entry level class in the Equal Employment Opportunity Analyst series. This classification is distinguished from the Equal Employment Opportunity Analyst II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Equal Employment Opportunity Analyst II:** This is the full journey level classification within the Equal Employment Opportunity Analyst series. Employees at this level are distinguished from the Equal Employment Opportunity Analyst I by the performance of the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this classification are flexibly staffed and may be filled by advancement from the I level, or when filled from the outside, have prior experience. This classification is distinguished from the Senior Equal Employment Opportunity Analyst in that the latter possesses specialized technical or functional expertise within the area of assignment and may exercise lead responsibilities over assigned lower level staff.

### **REPORTS TO**

Supervisor of Equal Employment Opportunity Programs or designee

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

1. Provides oversight of selection and hiring processes as mandated by the Federal Transit Administration.

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2. Investigates complaints of violations of Equal Employment Opportunity and Sexual Harassment policies and laws filed through internal processes or externally through the Department of Fair Employment & Housing, Equal Employment Opportunity Commission, or Federal Transit Administration.
3. Interprets and explains Federal, State and BART policies and procedures on EEO and related statutes in response to inquiries from departments, employees, applicants and the public.
4. Investigates Equal Employment Opportunity concerns raised through informal channels and works with employees and supervisors/managers to address issues that are identified.
5. Assists in providing on-going monitoring and analysis of the District's hiring patterns and trends and identifies various career ladders; provides consultation services to Human Resources (HR) team and hiring officials on hiring, selection and areas of underutilization.
6. Assists with the implementation of policy and procedural modifications, the evaluation of impact on divisions or departments, and the development of implementation plans.
7. Participates in the coordination of District, department or division organizational studies involving administrative or operational systems, procedures, functions, processes and techniques.
8. Assists in the design of recruitment resources; establishes and maintains working relationships with a diverse group of professional and community-based organizations; promotes targeted outreach activities; monitors the effectiveness of various outreach resources.
9. Provides assistance in organizational development for assigned areas; identifies issues; collects, maintains, analyzes and presents data; reviews alternative and makes recommendations.
10. Participates in special projects including research of new programs and services; prepares and presents reports.
11. Conducts various types of EEO training; provides guidance to employees, supervisors and managers.
12. Works with the District Diversity Employee Resource Group to help develop and implement diversity programs.
13. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.
14. Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Equal Employment Opportunity Analyst I**

##### **Knowledge of:**

- Basic principles and practices of personnel management

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- Basic principles and practices of program development and implementation
- Methods of administrative, organizational, economic, and procedural analysis
- Methods and techniques of statistical and financial analysis
- Business computer applications for statistical analysis and data management
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers, supporting word-processing, and spreadsheet applications
- Basic operational characteristics, services and activities of Equal Employment Opportunity (EEO) and affirmative action programs
- General understanding of application and selection process for hiring
- Basic principles and techniques of mediation, fact-finding and investigation required to resolve complaints
- Federal, state and local laws, codes and regulations related to equal employment opportunity

### **Skill/Ability in:**

- Conducting statistical analysis on assigned program or project
- Maintaining accurate records and files
- Preparing clear and concise administrative reports
- Collecting, evaluating and interpreting complex information and data
- Reviewing and analyzing technical documents and data
- Communicating clearly and concisely, both orally and in writing
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Establishing and maintaining effective working relationships with those contacted in the course of work

## **Equal Employment Opportunity Analyst II**

### **Knowledge of:**

- Principles and practices of personnel management
- Principles and practices of program development and implementation
- Methods of administrative, organizational, economic, and procedural analysis
- Methods and techniques of statistical and financial analysis
- Business computer applications for statistical analysis and data management
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers, supporting word-processing, and spreadsheet applications
- Operational characteristics, services and activities of Equal Employment Opportunity (EEO) and affirmative action programs
- District's application and selection process for hiring
- Principles and techniques of mediation, fact-finding and investigation required to resolve complaints
- Federal, state and local laws, codes and regulations related to equal employment opportunity

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### **Skill/Ability in:**

- Conducting complex statistical analysis on assigned program or project
- Maintaining accurate records and files
- Preparing clear and concise administrative reports
- Collecting, evaluating and interpreting complex information and data
- Reviewing and analyzing complex documents and data
- Communicating clearly and concisely, both orally and in writing
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working independently in the absence of supervision

### **MINIMUM QUALIFICATIONS**

#### **Equal Opportunity Analyst I**

##### **Education:**

Bachelor's degree in Business Administration, Ethnic Studies, Human Resources, Psychology, Women Studies, Sociology, Statistics or a closely related field from an accredited college or university.

##### **Substitution:**

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

#### **Equal Opportunity Analyst II**

##### **Education:**

Bachelor's degree in Business Administration, Ethnic Studies, Human Resources, Psychology, Women Studies, Sociology, Statistics or a closely related field from an accredited college or university.

##### **Experience:**

Two (2) years of (full-time equivalent) verifiable professional workplace investigation and EEO administration 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:** 0630 – Human Resources Workers

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**Census Code:** 3500 – Professionals  
**Safety Sensitive:** No