



EQUITY PROGRAMS ADMINSTRATOR

JC: 000342

PG: N08

BU: 95 (NR)

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, develops, implements, and monitors programs that promote diversity, equity, and inclusion (DEI) throughout the District; oversees the operationalization of a scalable Districtwide equity strategy through collaboration with the Human Resources Department and other senior leadership; ensures the District and its subrecipients and partners are meeting strategic and compliance goals directly related to DEI; makes recommendations for action and assists in policy and procedure development and implementation; provides responsible management support to the Director of the Office of Civil Rights and the Sr. Manager of Workforce and Policy Compliance and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the administrator level classification with is responsible for providing exceptional expertise in a specialized program area that is critical to the mission of the District and manages that program area. Classifications at this level typically independently represent the District, are subject matter experts possessing highly specialized knowledge, skills, abilities, and experience, are responsible for a specialty program area that has a major impact on the District, but typically do not supervise subordinates. This classification provides support to senior management in managing resources and programs within the Office of Civil Rights, reviews and evaluates programs, directly manages activities and provides substantive recommendations within the area of assignment. This classification is distinguished from the Manager of Title VI & Environmental Justice in that the latter is a full-scope manager level position which oversees staff and focuses on the District's and its subsidiaries' compliance with civil rights legislation, and the District's Environmental Justice and Language Assistance programs.

REPORTS TO

Sr. Manager of Workforce and Policy Compliance

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

1. Designs, develops, manages, and implements innovative programs using DEI best practices in support of BART's strategic plan; ensures policies, procedures, program design, and other BART functions are evaluated using an equity perspective as part of the decision-making process.
2. Researches, develops, reviews and improves key performance indicators (KPI) and other measures of equity, including the BART strategic plan goal of "equity."

3. Collaborates with Communications Department and other senior leadership to identify creative approaches to outreach and engagement through a diversity and inclusion lens, and to ensure communication efforts are reaching diverse audiences.
4. Manages selected equity projects including but not limited to community engagement and co-creation activities, research, reporting and other related equity projects as assigned; coordinates with other departments and external stakeholders to ensure timely and effective completion of project work as well as to establish trust and to build and strengthen partnerships.
5. May be responsible for identifying, applying for and supporting grant writing activities and the development and management of contracts and related contractors.
6. Develops and maintains an organizational DEI strategic plan through a collaborative internal stakeholder process; manages, reviews and responds to internal and external equity inquiries; maintains the District's working group of Equity Champions;
7. Leads discussions across the District on complex and sensitive topics surrounding race, color, religion, gender, gender identify, gender expression, sexual orientation, marital status, medical condition, genetic information, veteran status and any other protected classes with a goal of fostering positive behavior related to DEI.
8. Coordinates with various District departments and external stakeholders; oversees equity related outreach activities and public meetings.
9. Represents the District with external agencies including federal, state, regional and local groups; assists in all areas of department administration.
10. Develops policy and procedure for equity.
11. Prepares, reviews, researches and presents quantitative and qualitative analytical equity reports, including KPIs, to executive management, board of directors, other federal, state, regional and local agencies, and the public; conducts statistical analyses of equity data; leverages data to make and defend equity decisions of the District.

QUALIFICATIONS

Knowledge of:

- Principles related to diversity, equity, and inclusion
- Issues affecting people of diverse racial, ethnic, cultural, and socioeconomic backgrounds
- Intersections of race, power, and privilege within the context of an organizational structure
- Practices related to community outreach and engagement
- Practices of program design, implementation, management, evaluation, and budgeting
- Practices of leadership, coaching, empowerment, and teamwork
- Laws, rules, regulations, and collective bargaining agreements affecting District policies and operations

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- Current social, political, and economic trends affecting government agencies
- Practices, principles, procedures, regulations, and techniques as they relate to assigned areas
- Leadership theories and practices
- Data gathering, analysis, and research
- Budget development and fiscal management principles and practices
- Techniques for effectively representing the District with government agencies, community groups, and various business, professional, regulatory, and legislative organizations
- Communication principles, practices, and techniques
- Modern office practices and methods, computer equipment, and software applications

Skill in:

- Planning, developing, organizing, implementing, overseeing, and evaluating DEI initiatives and programs
- Remaining informed regarding current DEI issues affecting BART and the region
- Presenting trainings, facilitating meetings, and building collaborations
- Engaging the community and BART employees to identify priority needs and gaps, and co-create solutions
- Making sense of complex, high-quantity, and sometimes contradictory information to effectively solve problems
- Using tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations with diverse personalities and perspectives
- Effectively navigating tensions that arise when engaging in difficult conversations and decision-making across various constituent groups
- Reviewing, interpreting, and implementing policies, procedures, and programs
- Exercising discretion in confidential and sensitive matters
- Interpreting, applying, and ensuring compliance with applicable policies, procedures, laws, and regulations
- Analyzing problems, identifying alternative solutions, assessing consequences of proposed actions, and implementing recommendations
- Establishing and maintaining effective working relationships with all internal and external contacts
- Operating office equipment and technology tools including personal computers, laptop computers and printers, and presentation equipment
- Communicating effectively verbally and in writing; presenting information, proposals, and recommendations clearly and persuasively

MINIMUM QUALIFICATIONS:

Education

A Bachelor's Degree in Public Administration, Sociology, Ethnic Studies, Political Science, Psychology or a related field.

Experience

Four (4) years of (full-time equivalent) verifiable experience in the planning and administration of

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diversity, equity, and inclusion or similar programs.

Substitution

Additional qualifying 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. Field and system environment as applicable to project management requirements.

Physical Conditions

May require maintaining physical condition necessary for field site visits and presentations

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0640 – Comp, Benefits, Job Analysis Spec
Safety Sensitive: No

CLASSIFICATION HISTORY

Created: November 2021