



## MANAGER OF EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAMS

JC: HF170

PB: 9

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 direction, directs, manages, supervises, and implements the operations within the Equal Employment Opportunity (EEO) and Diversity Inclusion Program units of the District's Office of Civil Rights (OCR); Coordinates assigned activities with other departments and outside agencies; functions as District representative for EEO training and compliance; provides complex administrative support to the Senior Manager of Workforce & Policy Compliance and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full-scope managerial-level classification which leads the districtwide EEO Program within the Workforce & Policy Compliance Division of OCR. Classifications at this level perform full functional management responsibilities for a major department within the District and have significant responsibilities for formulating, administering or managing the implementation of multiple policies or programs. The class is accountable for accomplishing assigned goals and objectives. It is distinguished from other manager-level classifications within OCR by its oversight of matters relating to EEO.

### **REPORTS TO**

Senior Manager of Workforce & Policy Compliance.

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

1. Assumes management responsibility for assigned services and activities within OCR for the development of Equal Employment Opportunity (EEO) program investigation, training, and all related program compliance.
2. Represents OCR with internal and external stakeholders in matters of policy/program implementation, formal and informal complaint handling and investigations.
3. Conducts investigations, directs, and manages assigned staff as they lead investigative matters including but not limited to EEO complaint investigations, responses to external agency investigations, mediation, and other means of resolving complaints and conflict(s).
4. Reviews the investigative work of subordinate staff and ensures compliance with external and internal deadlines.
5. Manages agencywide evaluation and monitoring of the District's hiring and selection process through subordinate staff; responds to and resolves complex issues and coordinates with Human Resources,

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various hiring departments, and labor partners to ensure non-discrimination in hiring and promotion and compliance with the District's EEO Program; communicates the need for programmatic change and leads projects to enhance overall EEO and equity program development.

6. Designs and implements training programs to ensure compliance with state, federal and local training requirements for EEO and related programs.
7. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
8. Analyzes complex data and prepares recommendations and reports to internal and external stakeholders including managing the EEO Program plan for the District.
9. Manages ongoing improvement of the District's EEO Program and provides complex support to related programs including but not limited to agencywide Diversity, Equity & Inclusion Programs.
10. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service, and staffing levels.
11. Plans, directs, coordinates, and reviews the work plan for assigned staff and contractors; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
12. Plans, directs, and coordinates the District's EEO/AA training plan; researches and evaluates training options and techniques; conducts program training. Develops new training options to support EEO and Diversity, Equity & Inclusion training agencywide.
13. As a recognized District expert, monitors developments and legislation related to EEO training; evaluates impact upon District training functions; recommends and implements equipment, practice, and procedural improvements.
14. Selects, trains, motivates, and evaluates assigned OCR staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Supports and counsels external departments on EEO matters including recommendations for action.
15. Oversees and participates in the development and administration of assigned program budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
16. Serves as the liaison for OCR to other departments and outside agencies relative to assigned area of responsibility; represents the interests of the District to external agencies and the public; attends and participates in professional group meetings; stays abreast of new trends and innovations related to affirmative action and equal opportunity training matters.
17. Serves as staff on various boards, commissions, and committees relative to staff training; prepares and presents staff reports and other necessary correspondence. Leads Employee Resource Group and ensures alignment with other internal and external groups, including employee affinity groups, other

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agencies, the California Department of Fair Employment & Housing, and the federal Equal Employment Opportunity Commission.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operational characteristics, services, and activities of an Equal Employment Opportunity/Affirmative Action programs
- Uniform Guidelines on Employee Selection Procedures of 1978
- Principles and practices of equal employment opportunity training administration
- Methods and techniques of plan analysis, development, and implementation
- Effective and strategic outreach, recruitment, and marketing strategies
- Methods and techniques used to conduct a variety of analytical studies
- Principles of consensus building and effective communication
- Principles of supervision, training, and performance evaluation
- Principles and practices of budget preparation and administration
- Related Federal, State, and local laws, codes and regulations

#### **Skill in:**

- Overseeing and participating in the management of a comprehensive affirmative action and equal employment opportunity training program
- Conducting impartial workplace investigations
- Training needs assessment and delivery of classroom training
- Assisting in the development and administration of division goals, objectives, and procedures
- Interpreting and applying Federal, State, and local policies, laws and regulations affecting applicable training
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Communicating clearly and concisely, both orally and in writing
- Selecting, supervising, training, and evaluating staff
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Researching, analyzing, and evaluating new service delivery methods and techniques
- Preparing clear and concise administrative and financial reports
- Assisting in the preparation and administration of large program budgets

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

A Bachelor's degree in business administration, public administration, personnel management, industrial relations or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable professional experience in EEO investigation or affirmative action administration, which must have included at least two (2) years of supervisory experience.

#### **Substitution:**

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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 walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0100 – Administrative Svcs Managers  
**Safety Sensitive:** No

### **CLASSIFICATION HISTORY**

**Created :** January 2004

**Revised:** April 2022

**Updated :**