



MANAGER OF TITLE VI AND ENVIRONMENTAL JUSTICE

JC: 000250

BU: 95 (NR)

PB: 9

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, manages and ensures the District's and its subsidiaries' compliance with federal, state and local civil rights/non-discrimination legislation, including Title VI of the Civil Rights Act of 1964 (Title VI), Districtwide environmental justice (EJ), and Language Assistance programs; makes recommendations for action and assists in policy and procedure development and implementation; provides responsible management support to the Senior Manager of Workforce & Policy Compliance Programs; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification which manages and oversees the activities and operations of the Title VI and Environment Justice unit of the Office of Civil Rights. 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 Senior Manager of Workforce & Policy Compliance Programs in that the latter manages all divisions and activities within the Workforce & Policy Compliance area of the Office of Civil Rights.

REPORTS TO

Senior Manager of Workforce and Policy Compliance Programs or designee

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

1. Designs, manages, monitors, and implements Racial Equity and Social Justice programs within the Office of Civil Rights with a primary focus on Title VI and Environmental Justice programs; conducts statistical analysis of transit service and operations data; develops plans for projects and coordinates project site visits.
2. Manages, reviews, responds to, and resolves Title VI and Environmental Justice complaints filed by contractors and customers; oversees public outreach and involvement, including serving as chair for all related advisory bodies.
3. Designs, implements, and monitors Title VI and Environmental Justice program enhancements with an emphasis on enhancing existing Title VI and Environmental Justice programs through a social justice and racial equity lens; connects Title VI and Environmental Justice work to the District's Equity Framework and makes meaningful contributions to the internal practice of Equity, Diversity and Inclusion at the District.

4. Selects, trains, motivates and evaluates assigned personnel; coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Manages projects to assure timely completion and adherence to specifications; coordinates with other departments and divisions to ensure timely and effective completion of projects as assigned.
6. Coordinates with various District departments and outside vendors on legal issues for agreements and special projects as needed.
7. Represents the District in meetings with representatives from the community, outside agencies, professional organizations, and the public at large; represents the Office of Civil Rights in a variety of meetings and assists in all areas of department administration.
8. Prepares, reviews, researches, presents, and reports qualitative and quantitative analytical Title VI/Environmental Justice reports and presentations to executive management, Board of Directors, the US Department of Transportation, other transit agencies, Office of the General Counsel, outside agencies and the public.
9. Develops performance metrics and accountability systems within the OCR equity performance management framework.
10. Manages the activities of District consultants, including the selection of consultants, oversight of assigned activities and responsibility for ensuring that work is conducted and completed in accordance with contractual obligations.
11. Assists on special projects and performs other work duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of project control/management and administration including budgeting, scheduling, including principles and practices of cost estimating, cost scheduling, and financial analysis
- Methods and techniques of environmental justice, social justice, diversity equity and inclusion.
- Principles and techniques of public relations and/or inter-governmental relations
- Applicable Title VI, environmental justice, and Civil Rights laws, rules, regulations, and policies
- Related Federal, State, and local codes, laws, and regulations
- Funding and regulatory policies and procedures of various agencies
- Principles and practices of supervision and training

Skill/ Ability in:

- Designing, implementing and/or administering social justice and racial equity programs and connecting these programs with compliance goals and objectives
- Developing proposals and budgets
- Developing project scopes and schedules
- Preparing and tracking budgets, forecasts, and schedules

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- Preparing clear and concise administrative and financial reports
- Qualitative and quantitative analysis of complex problems
- Identifying alternative solutions, identifying, and mitigating risks of proposed actions and implementing policy in a fast-paced environment
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree in Business Administration, Economics, Political Science, Psychology, Public Administration, Public Policy, Law, or a closely related field from an accredited college or university.

Experience:

The equivalent of five (5) years of full-time professional verifiable Title VI, Environmental Justice, social science, Civil Rights, social justice, diversity, equity, inclusion research and program implementation experience, which must have included two (2) years of supervisory 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. 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 Code: 1500 – Supervisors/Other
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : March 2001
Revised : September 2021
November 2022