

SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:



**Senior Equal Employment Opportunity
(EEO) Specialist**

SALARY: \$39.12 - \$54.76 Hourly
\$3,390.00 - \$4,746.00 Semi-Monthly
\$6,780.00 - \$9,492.00 Monthly
\$81,360.00 - \$113,904.00 Annually

DEPARTMENT: Equal Employment Opportunity

OPENING DATE: 05/30/19

CLOSING DATE: 06/12/19 11:59 PM

DESCRIPTION:

The purpose of this position is to help administer the Equal Employment Opportunity (EEO) Program for the Sacramento Regional Transit District (SacRT) by ensuring agency compliance with Title VII of the 1964 Civil Rights Act, the Federal Transportation Administration Circular 4704.1A, and other applicable Federal, State and local laws and regulations.

EXAMPLES OF DUTIES:

- Monitors agency compliance with Federal, State, and local EEO laws, regulations and guidelines. Evaluates and updates EEO policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA), Affirmative Action and Americans with Disabilities Act (ADA).
- Conducts and coordinates the investigation, response and settlement of discrimination complaints filed by individuals or through governmental agencies by applying mediation and investigation techniques.
- Interprets and explains Federal, State, local and other policies and procedures on Equal Employment Opportunity in response to inquiries from departments, employees, applicants and the public.
- Develops, designs, coordinates, and delivers training programs for departments concerning EEO, Affirmative Action, sexual harassment and prevention, Americans with Disabilities Act (ADA), workforce diversity, and other areas as necessary. Provides technical assistance to departments on ADA compliance with Federal, State and local laws.
- Maintains and implements outreach programs through the use of media, recruitment, job fairs and presentations to insure a diverse workforce reflective of SacRT. Works with managers in developing plans to actively recruit from underutilized groups.
- Organizes the work of other staff in the areas of recruitment, data collection and in the development, processing and transmittal of information regarding Equal Employment Opportunity and work force diversity.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree or equivalent in Human Resources, Business Administration, Public Administration, Organizational Development, Labor Relations, Psychology, Sociology or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of four (4) years of relevant experience in Human Resources with direct experience in EEO/AA programs, including investigating complaints, preparing state and federal documentation and conducting EEO training.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, and proof of education, as outlined above, are required for this position. Applications, job announcements, and copies of the complete job description are available through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, June 12, 2019 at 11:59 p.m. RT does not accept late applications and RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled/Veterans.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com>

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Position #-
SENIOR EQUAL EMPLOYMENT OPPORTUNITY (EEO)
SPECIALIST
YH

Senior Equal Employment Opportunity (EEO) Specialist Supplemental Questionnaire

- * 1. Describe, in detail, your direct experience monitoring agency compliance with Federal, State, and local EEO laws, regulations and guidelines for a public agency and detail your role in ensuring compliance with all applicable laws and regulatory agency guidelines. In your description, include your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

- * 2. Describe, in detail, your direct experience conducting and coordinating the investigation, response and settlement of discrimination complaints filed by individuals or through governmental agencies by applying mediation and investigation techniques. In your description, include your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

- * 3. Describe, in detail, your direct experience developing and conducting the employee training programs in the following areas: Sexual harassment prevention, Title VII compliance, diversity and inclusion training and/or any other EEO related subjects. In your description, include the size and description of your training audience, your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

* Required Question