



Title: Chief Administrative Officer/Equal Employment Opportunity Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification has a wide range of executive responsibilities for managing various administrative functions in the District. Incumbent is expected to provide executive direction and management over assigned functional area(s) such as Human Resources, Risk Management, Labor/Employee Relations and Equal Employment Opportunity, District-wide policies and procedures, records management, special projects, community relations or other assigned areas of responsibility. This position provides support to the General Manager’s office for Board liaison and meetings support, interdepartmental coordination at the executive management level, and District-wide communications.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under executive direction of the General Manager/CEO, plans, organizes, directs and coordinates administrative requests directed to the General Manager’s Office related, but not limited to: Personnel issues such as hiring, discipline, grievances, and negotiations; labor/management relations and EEO issues.	10%
2	S	Serves as member of various teams and committees; represents the General Manager in a variety of capacities as assigned. Formulates policies, procedures, and practices for the assigned functional areas and makes recommendations to the General Manager and the Board of Directors. Reviews, analyzes, and approves, for the General Manager, various actions such as hiring and appointment conditions, grievance or risk settlements.	10%
3	S	The Human Resources functional area: Provides executive oversight for the administration and maintenance of a comprehensive human resources program involving the development, administration, and implementation of personnel rules, regulations, policies and procedures. Human Resources responsibility areas include recruitment, testing, training, classification, compensation and benefits administration.	20%



4	S	The Risk Management functional area: Provides executive oversight for the full range of duties related to the District’s risk management, claims administration, and workers’ compensation activities and program. This includes responsibility for the investigation and settlement of claims against or by the District, the purchase of liability insurance coverage, and settlement of workers’ compensation issues and case management.	10%
5	S	The Labor/Employee Relations function: Serves as executive advisor to the negotiations team and sits as executive representative of management on the negotiation team, and reviews/approves grievances and arbitrations at the highest level as designated by the General Manager.	20%
6	S	As the District’s executive EEO Officer: Provides oversight to the administration of EEO, including overseeing the District’s compliance with all statutes, ordinances, rules, decrees, and other regulations pertaining to the District. This includes responsibility for overseeing the investigation and settlement of complaints, claims, and other EEO related grievances.	20%
8	S	Oversees/supervises the functions of the Clerk to the Board by providing executive direction in administration of the Board’s affairs. Develops records management policies and practices for the District and monitors departmental compliance with requirements. Ensures appropriate record-keeping and records retention practices are in place throughout the District. Develops scopes of work to assist the General Manager with special projects. Provides project updates to executive staff, General Manager, and the District’s board members. Responds promptly to constituent complaints or inquiries. Assists in budget analysis and feasibility studies for cost of new functions.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Human Resources Management, Industrial Relations, Psychology, Sociology or a related field.</p> <p>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.</p>
Experience	<p>A minimum of ten (10) years of progressively responsible management experience in the administration of human resources management, risk management, EEO, labor and/or employee relations. Public sector experience is preferred.</p>
Supervision	<p>Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.</p>
Human Collaboration Skills	<p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>
Freedom to Act	<p>The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</p>
Technical Skills	<p>Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE

- District policies, procedures, and functions
- Laws, ordinances, rules, regulations, and codes applicable to the functional areas
- Budget development and administration
- Interviewing and negotiations techniques
- Governmental function, organization, and relationships
- Contract administration procedures
- Legal terminology and basic court procedures
- Human Resources principles, practices, laws, and regulations
- Risk management issues, problems, techniques, and procedures
- Public transit technology and information systems capabilities and issues
- Procurement and contracting principles and practices
- Principles of management, supervision, and training
- EEO principles, practices, laws and procedures

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize, direct, coordinate, and supervise work and staff engaged in the assigned functional areas
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area
- Negotiate equitable settlements and solutions for grievances and other labor disputes, risk claims against the District, and other settlements
- Serve as an advisor to the General Manager and Board of Directors
- Analyze and resolve a variety of complex organizational, staffing, space needs, and other issues
- Maintain comprehensive records and reports
- Prepare clear and concise written and oral reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; Observing work sites; Communicating with co-workers; General business/office activities
Sitting	C	Desk work; Meetings
Walking	F	To other departments/offices; Around work sites
Lifting	R	Supplies; Files
Carrying	R	Supplies; Files
Pushing/Pulling	O	File drawers
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; Getting inside/out of vehicle
Climbing	O	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.