



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

FLSA Status:

**BRIEF 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.

**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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	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).	
2	S	Conducts and coordinates the investigation, response and settlement of discrimination complaints filed by individuals or through governmental agencies by applying mediation and investigation techniques.	
3	S	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.	
4	S	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.	
5	S	Coordinates and directs the compilation of periodic reports of the District's workforce by collecting, compiling and analyzing data	



pertinent to EEO and Affirmative Action.		
6	S	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.
7	S	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.

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Human Resources, Business Administration, Public Administration, Organizational Development, Labor 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 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.</p>
Supervision	<p>Work may require functioning in a lead capacity while working on special projects which will include performing essentially the same work as those directing, and includes overseeing work quality, training, instructing, and scheduling work.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or important presentations. Contacts may involve stressful, negative interactions with employees requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>



Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	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.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
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	

<b>KNOWLEDGE</b>	
)	Analytical and research techniques applied to human resource management and employment law.
)	Applicable federal, state, and local laws and regulations, including employment and personnel laws and regulations, and the compliance and coordination between all applicable laws and programs.
)	ADA provisions including its application to the interactive process and reasonable accommodation procedures and practices.
)	Brown Act regulations as they report to public meetings.
)	EEO/AA and related labor and employment laws and regulations.
)	English grammar, punctuation, spelling, and usage.
)	External agency reporting and compliance requirements.
)	General methods of tactful public communication.
)	Human behavior and performance.
)	Practices, principles, methods and techniques of tracking, recording and presenting statistical data.
)	Policies, procedures, guidelines, regulations, compliance and reporting requirements impacted by external sources.
)	Practical application of computers and peripheral equipment.
)	Practices and processes of dispute resolution.
)	Principles, practices and techniques of public personnel administration, management and analysis, organization, budget, and communication.
)	Principles, practices and methods of organization, administration, supervision, motivation, training, discipline and performance evaluations.



- ) Protocols and standard practices that pertain to assigned functional areas.
- ) Public sector employee relations, typical provisions of CBA/MOUs and public employee laws.
- ) Problem solving, organizational, communication and presentation skills.
- ) Training principles and techniques.
- ) Union agreement principles.

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>) Advanced word processing, spreadsheet, presentation and database software.</li> <li>) Specialized software related to functional area.</li> <li>) Email</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>) Analyze, compare, prioritize and evaluate complex data.</li> <li>) Apply customer service skills, continuously representing the District in a positive way, handling all internal/external contacts with courtesy, diplomacy, and tact.</li> <li>) Conduct research, prepare and present advocacy materials in a clear and concise manner both orally and in writing.</li> <li>) Define problem areas, collect and evaluate data and recommend alternative solutions to complex issues and problems. Formulate recommendations and project consequences of recommendations. Be creative in developing and introducing new ideas, using initiative and good judgment.</li> <li>) Effectively present information and respond to questions from groups, managers, customers, and the general public.</li> <li>) Establish and maintain effective working relationships with employees, other agencies and the public.</li> <li>) Exercise independent sound judgment and make decisions in a manner consistent with the essential job functions.</li> <li>) Extract and analyze statistics and written information from reports and transfer to other documents.</li> <li>) Successfully manage multiple projects, priorities and schedules simultaneously.</li> <li>) Interpret and apply EEO laws, quasi-civil service regulations and provisions of contracts, ordinances, negotiated agreements and all other regulations or policies relating the human resources.</li> <li>) Lead project teams to positive solutions and outcomes.</li> <li>) Learn HR departmental systems, methods, tasks, and procedures.</li> <li>) Learn District structure, philosophy, organization, purpose, goals and objectives and other departmental operation policies and procedures.</li> <li>) Manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, and procedures and union agreements.</li> </ul>



- ) Prepare written reports and correspondences, and presentations to senior leadership as required.
- ) Prioritize and organization multiple activities for self and staff.
- ) Project consequences and financial costs of proposed actions, and make and supporting recommendations and positions.
- ) Provide professional level support in all areas of human resources administration.
- ) Read, analyze, interpret and apply District policies, Collective Bargaining Agreements and Memorandums of Understanding professional journals, technical publications and government regulations.
- ) Read, analyze, and interpret professional journals, technical publications and government regulations.
- ) Speak clearly and communicate messages to appropriate individuals.
- ) Speak to groups.
- ) Work under deadlines, urgent situations and emotional/confrontational situations that require instructing, persuading and motivating people.
- ) Train and provide project direction to other professionals, technical and paraprofessional staff members.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-

Sedentary	Light- X	Medium	Heavy	Very Heavy
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 Continuously 2/3 or more of the time.	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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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 duties, communicating with co-workers
Sitting	F	Desk work, meetings
Walking	F	To other departments/offices/office equipment, around work site
Lifting	F	Files, supplies, equipment
Carrying	F	Files, supplies, equipment
Pushing/Pulling	F	File drawers, tables and chairs
Reaching	F	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, calculator, telephone pad
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	R	
Balancing	N	
Vision	C	Reading, computer screen
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, scanner, copier, personal vehicle, shredder, computer and associated hardware and software.

**ENVIRONMENTAL FACTORS:**

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

<b>-Environmental Factors-</b>	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	O
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	O
Other (see 2 below)	

(2) N/A

**PRIMARY WORK LOCATION:**

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



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.

## **CLASS HISTORY**

Adopted: 03/27/2019

Revised:

Title Change:

Maintenance

Update:

Abolished:

Job Key: