



JOB TITLE:	DIRECTOR OF EEO COMPLIANCE	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	DEPUTY GENERAL MANAGER – ADMINISTRATION & DEV'T	EEO CATEGORY:	01 – EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

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.

Position Summary

Under the direction of the Deputy General Manager of Administration and Development, the **Director of Equal Employment Opportunity (EEO) Compliance** is responsible for the strategic development, implementation, and oversight of the District’s EEO Program in accordance with federal and state laws and regulations. Serving as the District’s designated EEO Officer, this position ensures ongoing compliance with Title VII of the Civil Rights Act and other applicable mandates. The Director also manages EEO training initiatives, leads internal investigations, and supports employee relations and employee engagement throughout the organization. Additional responsibilities include supporting special projects and performing related duties as assigned.

Essential Responsibilities

- Lead the development and implementation of the District’s FTA-compliant EEO Program.
- Design and maintain internal audit and reporting systems to monitor program effectiveness.
- Serve as the District’s point of contact during Federal Transit Administration (FTA) audits.
- Ensure compliance with Title VII and other applicable civil rights laws and regulations.
- Provide expert consultation to the General Manager, Deputy General Managers, executive leadership, supervisors, and employees on EEO-related policies and practices.
- Deliver presentations and recommendations to the Board of Directors and executive leadership.
- Conduct complex EEO complaint investigations; provide findings and recommendations, assist with resolutions, and participate in hearings or mediations as necessary.
- Collaborate with the District’s legal team on case resolutions and risk mitigation strategies.
- Facilitate internal Alternative Dispute Resolution (ADR) processes to address employee conflicts.
- Educate staff on anti-discrimination and anti-harassment policies and procedures.
- Provide coaching and support to management on employee relations, performance management, and disciplinary actions.
- Partner with Human Resources to ensure EEO compliance in recruitment, hiring, promotions, and terminations.



- Act as a liaison with regulatory bodies such as the FTA, EEOC, and other civil rights agencies; represent the District in related proceedings.
- Monitor legislative and legal developments related to EEO, analyzing and recommending policy updates as needed.
- Develop and conduct mandatory EEO training for all employees, including onboarding sessions for new hires.
- Manage EEO-4 reporting processes in compliance with federal guidelines.
- Lead strategic planning efforts for the successful execution of Employee Engagement initiatives.
- Administer and analyze Employee Engagement Surveys
- Develops, designs, and delivers training programs as needed for EEO, American with Disabilities Act (ADA), leave management, and other areas as determined.
- Contributes to the development of supervisory and management training to include professional development, performance evaluations, employee relations, conflict resolution, discipline, grievance processing and interviewing and selection. May engage consultants and/or present various trainings.
- Provides guidance and oversight for supervised staff.
- Ensures supervised staff follow established safe work practices and obey safety rules.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Effective management principles and techniques of business or public administration, particularly as they apply to FTA Equal Employment Opportunity (EEO) Compliance Programs and Human Resource Management strategies.
- Federal, state, and local regulatory requirements governing EEO programs, policies, and procedures.
- Principles and best practices of workplace investigations, conflict resolution, and mediation.
- Supervisory techniques, including coaching, team development, and performance evaluation.
- Program development, implementation, administration, and continuous improvement.
- Leave management policies and applicable employment regulations.
- Instructional design principles and effective methods for training facilitation and evaluation.
- Strategies for enhancing Workforce Engagement and fostering an inclusive workplace culture.
- Regulatory contracting processes related to EEO and compliance initiatives.

Ability to:

- Drive organizational change, influence stakeholders, and achieve measurable improvements in EEO and employee engagement programs.
- Consistently demonstrate high ethical standards
- Maintain strict confidentiality and exercise discretion in sensitive matters.
- Establish and maintain collaborative, constructive relationships at all levels of the organization.
- Work independently while also contributing effectively within cross-functional teams.



- Organize, prioritize, and manage a large and varied workload under tight deadlines in a high-demand environment.
- Exhibit strong leadership, coaching, and team-building skills.
- Apply conflict resolution techniques and active listening to resolve disputes constructively.
- Analyze complex problems, exercise critical thinking, and make sound, evidence-based recommendations.
- Utilize persuasion and negotiation skills with professionalism, diplomacy, and tact.
- Communicate clearly and effectively in both oral and written formats.
- Demonstrate proficiency with Microsoft Office Suite, including Word (required), Excel, and PowerPoint.
- Model and uphold the District's values in all aspects of work and leadership.

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree with major course work in human resources management, business administration, public administration, employment law, or related field.
- A Master's degree in a related discipline will be substituted for one year of experience.
- A minimum of four years' of increasingly responsible position-related human resources management experience in administration of EEO programs including complaint investigation, EEO training and leave management in accordance with federal, state, and local regulatory requirements.

Physical Requirement:

Most work is conducted in an office environment although field investigation work will be required as needed. Requires ability to use personal computers for varying periods of time. Some lifting may be required, generally up to ten pounds. Records management may involve stooping, bending, and reaching motions.