



JOB TITLE:	SENIOR COMPLIANCE ANALYST	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	DIRECTOR OF EEO COMPLIANCE	EEO CATEGORY:	02 – PROFESSIONAL
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

Reporting to the Director of EEO Compliance, this position is responsible for assisting with the implementation and administration of the District's various Compliance-related programs: *EEO Program*, *Small Business Enterprise ("SBE")* and support for the Leave Management Program. This position works on complex compliance matters within the Civil Rights Compliance Department.

Essential Responsibilities

A. Equal Employment Opportunity

- Provides support for the Director of EEO Compliance on workforce analysis, monitoring and reporting in compliance with EEOC and FTA Regulations.
- Assist with Employee Engagement programs.
- Assist with EEO related training as needed.
- Perform additional related duties as assigned.

B. Small Business Enterprise

- Provides support for the *Small Business Contracts* program in compliance with Federal Transportation Administration (FTA) and Federal Highway Administration (FHWA) guidelines and District business operational goals to ensure continued federal funding.
- Receive, log, maintain and store files; and respond to general inquiries regarding the Program.
- Compile, analyze, and report on agency, contractor, and vendor information; and ensure information is accurate and in compliance with Title 49 Code of Federal Regulations Part 26.
- Assist with the coordination of communications, community involvement, and vendor outreach events; provide program information and instruction to small businesses seeking certification; and compliance audits of contracts with SBE goals.
- Monitor assigned contracts with SBE participation to ensure compliance with program and applicable regulations.
- Track progress toward attaining goal commitments; including performing Commercially Useful Function reviews.



- Evaluate bids/proposals to ensure requirements are met for contract awards.
- Conduct pre-bid/proposal meetings to convey contract requirements related to the *Program*.
- Assist with desk and compliance audits on contracts; prepare performance documentation and required checklists.
- Assist with staff reports and other correspondences.
- Attend meetings and outreach events as department representative.
- Review SBE utilization documentation, subcontracts, and vendor invoices to ensure regulatory compliance requirements are met and all applicable documentation is included and accurate; identify and document noncompliance issues.
- Perform additional related duties as assigned.

C. Leave Management

- Provide support for all aspects of leave management (FMLA/CFRA, Medical, Military, Personal Leaves), to include in-take and eligibility determinations, communications with employees regarding eligibility.
- Monitor and update employee leave claims information.
- Perform data entry, craft letters, educate and schedule employee leave meetings on-line or in-person.
- Perform additional related duties as assigned.
- Regular and reliable attendance and performance required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of Equal Employment Opportunity programs, contract compliance and related federal, state and local employment laws, rules and regulations.

Skill in or Ability to:

- Work independently, organize work, prioritize and meet deadlines.
- Interpret and apply complex EEO, FTA & Department of Transportation regulations as they relate to Programs maintained by the Civil Rights Office.
- Communicate effectively orally and in writing to all levels of employees and management
- Ability to create and present information to staff.
- Be collaborative and proactive in gathering information necessary to complete work tasks.
- Establish and maintain effective working relationships with personnel at all levels in the organization, with outside agencies, and the public.
- Demonstrate proficient with Microsoft Word, Excel, PowerPoint and Access sufficient to generate complex spreadsheets, correspondence, presentations, and track SBE participation data.
- Use the Internet as a research tool.
- Participate in public outreach events
- Follow the safety and health rules and safe working practices applicable to the job.



Minimum Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with coursework in business administration, human resources, public policy, or a related field preferred.
- Human Resources certification may substitute for Bachelor's degree with at least three years' recent experience in the administration or support of EEO Programs, Human Resources programs, Community Outreach or contract management and compliance-related work.

Preferred Qualifications:

- Experience working with EEO Programs and reporting.
- Two years' experience administering or supporting a SBE Program or similar business program.
- Experience utilizing contractor utilization software (e.g. B2GNow).
- Knowledge of Human Resources principles

Physical Requirement:

Mobility to perform the critical and important duties of the job, including sufficient physical mobility to visit a variety of work sites and sufficient strength to lift and carry boxes of material weighing up to 30 pounds. Work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person, over the telephone, and in virtual meetings. Routine use of computer, telephone, and other office equipment. Ability to travel to District facilities, outreach events, and offsite training opportunities.