

**Human Resources
Job Posting****POSTING NO.: 83664****POSTING DATE: 01/07/2016****EXPIRATION DATE: 02/16/2016**

JOB TITLE: Deputy Chief Diversity Officer, EEO and Title VI Compliance
SALARY RANGE: Min.: \$89,958 Mid.: \$112,440 Max.: \$134,928
POINTS: 775
DEPT/DIV: Department of Diversity & Civil Rights
SUPERVISOR: Chief Diversity Officer
LOCATION: 2 Broadway, New York, NY 10004
HOURS OF WORK: 9:00 am - 5:30 pm (7 1/2 hours/day)

SUMMARY:

Direct, manage and supervise the activities of the Equal Employment Opportunity (“EEO”) Programs for MTA, MTA Bus Co., and MTA Capital Construction Company (“CC”) to ensure program compliance with relevant law, rules, and regulations. Direct, manage and supervise the activities of the Title VI Program for MTA and MTA CC. Supervise and conduct EEO and Title VI investigations for MTA and MTA CC. Direct and manage the EEO and Title VI training for MTA, MTA Bus Co. and MTA CC. Ensure adherence to policy regarding compliance reviews for MTA, MTA Bus Co. and MTA CC. Review and monitor the Title VI and EEO related reports for MTA and its constituent agencies.

Direct and manage the development of reports for the Diversity Committee of the MTA Board, ensure accuracy of data and other statistical reporting information. Ensure timely compilation of the Diversity Committee book. Provide staff supervision and coaching, as well as conduct performance evaluations of staff.

RESPONSIBILITIES:

- Direct and manage the identification and analysis of areas of workforce underutilization, establish goals, timetables and strategies, and provide advice and counsel to affected supervisors and program managers.
- Provide direction and assistance, as necessary, in the preparation of reports and related data. Design, prepare, and revise reporting formats, procedures, and guidelines for the EEO and Title VI Programs.
- Direct and manage the compilation, analysis, and evaluation of data about the composition of the agencies’ work force, especially the representation of protected class of employees in the agencies’ work force.
- Assess and determine which job groups are underrepresented, and develop numerical goals for achieving work force representation.
- Meet with employees, supervisors, executive staff, external transportation agencies and MTA Board members to explain the EEO and Title VI Programs and respond to inquiries.
- Assist in developing and revising policies, procedures, and guidelines.
- Direct and manage the investigation and resolution of EEO complaints filed by employees and applicants of MTA and MTA CC.
- Direct and manage the investigation and resolution of EEO and Title VI complaints filed by MTA customers.
- Discuss EEO investigation(s) and Title VI complaints with relevant agency management.
- Draft or review the recommended findings and documentation on EEO and Title VI investigations.
- Recommend appropriate action based on findings or assist with negotiations on resolutions and settlement of complaints, as appropriate.
- Ensure compliance with existing and revised laws, rules, regulations, and policies governing the EEO and Title VI programs and ensure compliance by MTA and its agencies.
- Develop and implement systems to monitor and measure the effectiveness of agency EEO and Title VI programs and identify problem areas.
- Interact with legal department staff regarding discrimination complaints or reports.
- Review and assign responsibility for investigating incoming discrimination complaints for investigation, as appropriate.
- May participate in legal proceedings; giving depositions and serving as a witness, and/or performing related tasks.
- Work with the MTA, MTA Bus Co. and MTA CC Human Resources, Labor Relations or Legal departments in agency recruitment and training.
- Review agency’s personnel practices, policies, and procedures to determine if there is an adverse impact on protected classes.
- Review job postings of MTA, MTACC and MTA Bus Co. and advised Human Resources of underrepresentation of females and minorities within the posted positions.
- Review and approve personnel actions concerning, but without being limited to, hires, promotions, transfers, and terminations.
- Coordinate and evaluate data and prepare statistical ad hoc reports.
- Gather and compile data and information for MTA, MTA Bus Co. and MTA CC in preparation of State and federal reports and records.
- Evaluate survey results and other research of the demographics of the markets served by each agency, and design and direct implementation of annual MTA-wide, agency specific EEO Plans to promote the employment of minorities and females in the workforce, as required by MTA policies and applicable laws.
- Ensure proper, timely reporting of statistics and other information, as required.
- Ensure timely intervention of departmental staff in dispute resolution and other adverse employee related actions; coordinate with agency Human Resources and General Counsel Staff to ensure timely and appropriate actions.
- Advise Human Resources departments on matters pertaining to employee recruitment, promotion, disengagement, and treatment.

- Direct, manage and supervise the tracking and monitoring of reports generated by the department and provide related communication, as necessary.
- Prepare annual updates of MTA's EEO, Sexual and other Discriminatory Harassment, and ADA Policies; disseminate Policies to employees and recruitment sources on an annual basis.
- Serve as internal advocate and external point of contact with Title VI stakeholders, public interest organizations and community boards to meet Federal LEP requirements.
- Work on an on-going basis with MTA agencies to provide overall direction and establish uniformity of all submittals to the FTA.
- Based on federal policies plan, develop, and facilitate ongoing MTA-wide Title VI training, as required by current or updated FTA Circulars. 4703.1.
- Assist in the development of training programs on EEO, sexual harassment prevention, Title VI Complaint Handling and related programs.
- Assist in developing departmental procedures and processes regarding related reports in the computer systems, as well as basic report generation from the system.
- Track all relative trends in EEO and advise the Chief Diversity Officer of all relative trends and changes along with recommended action steps to take.
- Work on an on-going basis with the agencies to provide overall direction and establish uniformity on all EEO and Title VI submissions.
- Report to MTA Board Diversity Committee on MTA and its constituent agencies' diversity events and activities.
- Serve as liaisons for MTA and its constituent agencies on compliance reviews by FTA of EEO and Title VI Programs.
- Under the direction of the Chief Diversity Officer, work with all MTA Operating Agencies, MTA Headquarters and MTA PD, in creating outreach, and recruitment strategies that will result in improved hiring of ethnic minorities and women.
- Under the direction of the Chief Diversity Officer, work internally to create and implement an FTA/MTA funded training program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated experience in developing and implementing an EEO/Title VI/Affirmative Action/Civil Rights Program.
- Strong PC proficiency.
- Knowledge and understanding of information systems for maintaining databases.
- Working knowledge of PeopleSoft.
- Must possess excellent command of all aspects of EEO and diversity issues and the proven ability to communicate business case for MTA-wide diversity and inclusion initiatives.
- Must possess thorough knowledge of EEO and Title VI laws, regulations and rules along with strong knowledge of Federal and State Law governing EEO/Title VI/Affirmative Action/Civil Rights programs and requirements.
- Wide-based understanding of public benefit corporations or extensive knowledge of MTA and its Agencies.
- A general background in law preferred.
- Working knowledge of the MTA civil rights/human resources process as well as an overall understanding of the MTA and its operating agencies' operations.

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree (or equivalent work experience) plus a minimum of 8 to 10 years' experience in EEO/Title VI/Affirmative Action/Civil Rights programs of which at least five years must be in a managerial position.
- Or a satisfactory combination of education and experience.

OTHER INFORMATION

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$91,821 (this figure is subject to change) per year or if the position is designated as a policy maker.

MTA is an Equal Opportunity Employer

To apply please visit:

mta.info/employment and click on MTA Headquarters