

Job Description

Job Title Agency Chief Equal Opportunity Officer (B&T)

Job ID 98436

Location Manhattan - Downtown

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Job Information

JOB TITLE:	Agency Chief Equal Opportunity Officer (ACEOO – B&T)
SALARY RANGE:	<u>Min.</u> : \$111,039
HAY POINTS:	954
DEPT/DIV:	Department of Diversity and Civil Rights
SUPERVISOR:	President B&T/Chief Diversity & Inclusion Officer/ Deputy Chief Diversity and Inclusion Officer
LOCATION:	2 Broadway New York, NY 10004
HOURS OF WORK:	9:00 am - 5:30 pm (7 1/2 hours/day)
DEADLINE:	March 19, 2021

Summary

Reporting to the Agency President and with direction and guidance from the Department of Diversity and Civil Rights, the Agency Chief Equal Opportunity Officer (ACEOO) serves as (The Agency's) EEO Officer. The ACEOO plans, develops, directs, manages and provides executive oversight of the (The Agency's) equal opportunity strategies and programs. The ACEOO provides strategic counsel to the (The Agency's) Executive Leadership Team and provides ad hoc reporting on (The Agency's) compliance statistics as it relates to equal opportunity.

Daily fiduciary duties of the ACEOO include the administration of (The Agency's) EEO Program assessing (The Agency's) activities, initiatives and strategies to ensure diversity, inclusion and nondiscrimination; and the review, monitoring and audit of (The Agency's) policies and procedures to ensure compliance with local, state and federal laws and regulatory requirements relating to nondiscrimination. The ACEOO position has sensitivity to, and subject matter expertise of, the varied ways in which discrimination occurs and the ability and authority to carry out the Agency's nondiscrimination requirements.

Responsibilities

- Advise the Agency President on matters of policy, requirements and best practices to advance equal opportunity (inclusion, diversity, equity, and access) in all Agency activities, programs and services, etc.
- Provide briefings to the Agency's executive staff to communicate compliance status of state and federally mandated civil rights (nondiscrimination) Programs.
- Facilitate conversations with the Agency's executives, manager and staff to ensure that diversity and equal opportunity initiatives are prioritized and operationalized.
- Perform high level administrative, technical and professional work in directing and supervising the administrations of the day-to-day management of the Agency's EEO Program and nondiscrimination mandates in accordance with city, state and federal laws, regulations and guidelines.
- Provide advisory and consultative assistance to Agency personnel in the interpretation and implementation of on matters pertaining to equity, access, diversity and inclusion.
- Serve as the official and primary Agency liaison to meet and confer with prospective applicant, employees, customers community members, educational institutions,

oversight entities and outside agencies to discuss MTA policies and programs related to advancing a climate of inclusion within MTA's high performing diverse workforce and relating to MTA decisions impacting services, programs and opportunities.

- Monitor and evaluate the efficiency and effectiveness of the Agency's practices and their adherence to relevant city, state and federal nondiscrimination guidelines; assess the Agency's activities, policies and processes to determine compliance risks; identifies opportunities for improvement; recommend solutions and directs the implementation of change.
- Works closely with Capital Programs, Planning, Human Resources, Legal, Government and Communications Relations, Operations, and other applicable areas and stakeholders to ensure that MTA programs, services and benefits are distributed in an equitable manner.

Executive oversight of programmatic responsibilities of the Chief Equal Opportunity Officer:

- Advance a culture that defines "***Equal Opportunity***" as inclusion, diversity, equity and access for employees, customers, vendors/contractors and communities and embraces *equal opportunity* as an integral part of MTA decision making. Lead the development of a multi-pronged equal opportunity strategy that supports a transforming organization with a high performing workforce that accomplishes operational excellence.
- Identify and implement key initiatives that prioritizes equal opportunity as the cornerstone to hiring, developing, and retaining a premier diverse workforce.
- Develop, update, secure approval and implement all aspects of the Agency EEO Program.
- Develop the Agency's nondiscrimination and anti-harassment policy statements.
- Assist management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing strategies to achieve goals.
- Stay informed about ongoing movement, both locally and nationally, in the relevant policies, procedures, advisories and laws, and adjust MTA policies and procedures when necessary
- Design, implement and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.
- Review the goals, strategies and initiatives related with the MTA's Equal Employment Opportunity Program with all supervisory staff to ensure that they are accurately understood.
- Concur in the hiring and promotion process.
- In conjunction with Human Resources, Legal and Labor Relations periodically review employment practices, policies (e.g. hiring, promotions, training), complaint policies, reasonable accommodations policies, performance evaluations, grievance procedures, and union agreements.
- Report quarterly (at a minimum) to the Agency President on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- Serve as a liaison between the Agency; Federal, State, county and local governments; regulatory agencies; community groups representing minorities, women and persons with disabilities and others.
- Maintain awareness of current EEO laws and regulations, and ensure the laws and regulations affecting nondiscrimination are disseminated to responsible personnel.
- Review and monitor Equal Opportunity investigative reports, including final approval determinations and closure of complaints.
- In conjunction with Human Resources, advise employees and applicants of available training programs and professional development opportunities and the entrance requirements.
- Audit postings of the EEO policy statement to ensure compliance information is posted and up to date.
- Ensure that the Agency's frontline supervisors/managers and employees receive Title VII training and are aware of MTA's Language Assistance Plan.
- Select, develop and motivate personnel within the department. Provide career development for subordinates. Provide prompt and effective coaching and counseling. Responsible for discipline/termination of employees when necessary. Review

performance of staff. Create a professional environment that respects individual differences and enables all employees to develop and contribute to their full potential.

- Other duties as assigned.

Qualifications

- Strong knowledge of Federal, State, city and local laws governing nondiscrimination of employees, applicants, and customers and mitigation of disproportionate impact/burden to communities. Demonstrated experience in developing and implementing an EEO/Affirmative Action, Title VI or similar Civil Rights Program.
- Demonstrated ability to advise, counsel, and encourage senior level managers, executives and stakeholders to make policy changes and decisions that support diversity and ensure equal employment opportunity.
- Proven leadership skills with the ability to bridge and enhance cooperative working relationships.
- Advanced facilitation, mediation, advocacy and interpersonal skills to cope with conflicting points of view, function under pressure while demonstrating integrity, fair-mindedness and a persuasive, confident persona.
- Demonstrated proficiency with program design and project management, working under tight deadlines to achieve short and long-term goals as required. Strong analytical thinking and problem solving.
- Ability to work independently, effectively and comfortably in a team oriented, fast paced environment both within the agency and across agencies.
- Excellent communication and interpersonal skills.
- Excellent organizational and presentation skills.
- Demonstrated ability to work with all internal levels within a given organization, including the MTA Board.
- Demonstrated ability to communicate and interact well with external agencies. External agencies may include the Governor's Office for New York State, New York City government, elected and other public officials, as well as any staff located at other federal or state agencies or authorities.
- Demonstrated ability to work in a high profile, high pressure environment effectively.
- Demonstrated ability to communicate effectively with key internal and/or external stakeholders.
- Must have strong managerial skills to effectively direct a staff of professional and technical employees in implementing the short- and long-term goals and direction for the area(s) of responsibility.
- Demonstrated ability to complete short- and long-term projects effectively and as efficiently as possible.
- Demonstrated analytical capabilities and quantitative skills.

Education and Experience

REQUIRED:

BA/BS in either HR, Public Administration, Planning, or a related major from an accredited college or university. An equivalent combination of experience and education may be considered in lieu of a degree.

A minimum of 12 years' directly related experience in developing, directing, and managing an EEO or Title VI Program, and at least five years in a department head role in a large, multi-faceted, fast-paced organization or governmental body preferred.

PREFERRED:

- Master's degree in a related field.
- Attainment of or in the process of attaining specific functional licenses or certifications in area of specialty if applicable.
- Familiarity with the MTA's policies and procedures.
- Familiarity with the MTA's collective bargaining procedures.

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 \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

- May need to work outside of normal work hours (i.e. evenings and weekends).
- Travel may be required to other MTA locations or other external sites.

How To Apply

Qualified employees can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS HOME page or the JOB DESCRIPTION page.

For instructions on completing the online application, go to the MTA intranet site and click on the PeopleSoft Information hyperlink. From there select the User Guides hyperlink to gain access to the "Viewing/Applying for Jobs On Line" guide under the Recruiting section of the page.

Equal Employment Opportunity

MTA is an Equal Opportunity Employer.

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