

Job Description

Job Title Senior Director Equal Employment Opportunity
Job ID 98443
Location Manhattan - Downtown

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Job Information

JOB TITLE:	Senior Director Equal Employment Opportunity
SALARY RANGE:	<u>Min.:</u> \$100,243
HAY POINTS:	830
DEPT/DIV:	Diversity and Civil Rights
SUPERVISOR:	Deputy Chief Diversity and Inclusion Officer, DEO
LOCATION:	2 Broadway New York, NY 10004
HOURS OF WORK:	9:00 am - 5:30 pm (7 1/2 hours/day)
DEADLINE:	March 18, 2021

Summary

The daily fiduciary duties of the Senior Director Equal Employment Opportunity include the administration of state and federally mandated Civil Rights programs and activities to ensure inclusion and nondiscrimination in the review, monitoring and auditing of all agency MTA-wide activities to ensure compliance with state and federal regulatory and policy requirements as they relate to equal opportunity.

Reporting to the Deputy Chief Diversity and Inclusion Officer (DCDIO), the Senior Director Equal Employment Opportunity will provide technical leadership to all MTA constituent Agencies to ensure the implementation of their EEO Program meets state, federal and FTA regulatory requirements and to provide a consolidated EEO Program to FTA.

The Senior Director Equal Employment Opportunity will develop plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting for all MTA agencies. The Senior Director Equal Employment Opportunity is responsible for documenting and disseminating MTA-wide EO project successes and challenges to DCDIO. The Senior Director Equal Employment Opportunity also supervises and manage the Equal Employment Opportunity team.

Under the direction of the Deputy Chief Diversity and Inclusion Officer, the Senior Director Equal Employment Opportunity develops reports pertaining to all agency MTA-wide equal opportunity compliance statistics to the Diversity Committee of the MTA Board of Directors.

Responsibilities

- Under the direction of the MTA Deputy Chief Diversity and Inclusion Officer, provide leadership and direction on EEO program administration to ensure MTA constituent Agencies achieve their EEO goals and objectives.
- Design, implement and monitor internal audit and EO reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.
- Provide direct oversight for tracking, monitoring, and auditing MTA constituent Agencies EO goals, investigations, Human Resources policies, procedures and practices.
- Monitor and track agency-wide responses to allegations of discrimination and provide oversight for the DDCR pool of investigators.

- Direct and manage the compilation, analysis and evaluation of data about the composition of MTA constituent agencies workforce and communicates the format for uniform data collection and reporting.
- Ensure various datasets, specialized tools, and advanced search techniques are used to identify and analyze individuals and groups that may be underrepresented in accordance with monitoring priorities and EEO timetables.
- Oversee the development and implementation of an EO Performance Monitoring Plan to capture Agency-wide performance and results, including routine EO agency-wide data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations.
- Identify and obtain evidence from all relevant sources and gather sufficient information to identify barriers to inclusion to formulate recommendations for barrier elimination, and to compile a report outlining all findings and recommendations.
- Direct the monitoring, analysis, advice, assistance, and support to MTA constituent Agencies' personnel, investigators, and external consumers. This include researching, compiling, correlating, and interpreting data pertinent to underutilization of women and minorities, hostile work environment, and significant incidents.
- Develop MTA-Wide EO briefings for the Diversity Committee of the MTA's Board to communicate compliance status with state and federally mandated non-discrimination laws and regulations and to obtain Board approval to forward updated MTA-wide Equal Employment Opportunity to the FTA.
- Collect and aggregate data from the MTA constituent Agencies to prepare and develop the MTA Agency-wide EEO to be submitted to the Federal Transit Administration. Coordinate MTA-wide initiatives and activities to ensure a harassment/bias-free workenvironment.
- Under the direction of the MTA Deputy Chief Diversity and Inclusion Officer, serve as internal advocate for update and administration of the MTA-wide EEO Program. Monitor, and as necessary, coordinate EEO compliance activities of constituent MTA Agencies to remain abreast of the status of MTA Agency-wide EEO activities and trends. Provide direction and establish uniformity of all EEO submittals to the FTA and adherence to EEO compliance as outlined in FTA Circular 4704.1A.
- Identify potential areas of MTA-wide EEO compliance vulnerability and risk; facilitate conversations (and meetings) with Deputy Chief Diversity Officer to develop and implement consistent practices for addressing areas of concern; and provides oversight for uniform handling of EEO compliance processes.
- Identify process and policy improvements and make progressive suggestions for change.
- Maintain awareness of current EEO laws and regulations, and ensure the laws and regulations affecting nondiscrimination are disseminated to responsible personnel.
- Direct, manage and supervise staff responsible for implementation of the equal employment opportunity program.

The essential duties listed are not intended to limit specific duties and responsibilities of any particular position or limit in any way the right of managers and supervisors to assign, direct and control the work of employees under their supervision.

Qualifications

- Strong knowledge of Federal, State, city and local laws governing nondiscrimination of employees, applicants, and contractors and mitigation of disproportionate impact/burden to communities.
- 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 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.

Education and Experience

REQUIRED:

- BA/BS from an accredited college in a related field. An equivalent combination of experience and education may be considered in lieu of a degree. An MBA in Business, Economics, Public Administration, or a related field is preferred.
- Minimum 10 years' experience in managing Diversity, EEO/Title VI Programs.

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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