



Santa Clara Valley Transportation Authority
Human Resources Analyst- Title VI Coordinator

Table with job details: SALARY (\$103,735.85 - \$136,931.21 Annually), LOCATION (CA 95134-1927, CA), JOB TYPE (Full-Time), REMOTE EMPLOYMENT (Flexible/Hybrid), JOB NUMBER (HRA_71723), DEPARTMENT (Administrative Services), DIVISION (Human Resources Administration), OPENING DATE (07/17/2023), CLOSING DATE (7/31/2023 4:00 PM Pacific)

Job Description

A statement from Carolyn Gonot, General Manager of VTA, to VTA staff:

"Diversity, equity, and inclusion (DEI) is a priority at VTA. We embrace each of you as an individual, are committed to every individual's diversity being valued and accepted, we support employees being given equitable opportunities to thrive in their careers, and we embrace the inclusion of all backgrounds, cultures, and identities.

The standards of diversity, equity, and inclusion give us a powerful ability to move our work forward, while ensuring our employees have all that they need to feel supported and acknowledged, so they can thrive as part of the VTA family. Those standards also apply to how we engage and support our broader community, and how we treat our passengers, who may rely on our services, in many cases, as a lifeline. At VTA, we want to ensure opportunity and access for all."

VTA is an equal employment opportunity employer. VTA does not and will not tolerate discrimination against applicants or employees on the basis of age, ancestry, color, marital status, mental or physical disability, genetic information, national origin, immigration status, political affiliation, race, religion, creed, sex, gender identity, gender expression, sexual orientation, pregnancy, medical condition, disabled veteran or veteran status, etc.

The Position

This position is eligible for a hybrid telework schedule, typically working 40% remote and 60% onsite. VTA is looking for passionate applicants to serve as a Title VI Compliance Coordinator, with a focus on the development, implementation, and updating of VTA's Title VI Program, Language Access Plan (LAP), and Public Participation Plan (PPP). This role helps to shape VTA's continued engagement, collaboration, and trust-building with the communities we serve. Reporting to the Equal Employment Opportunity and Civil Rights Manager, this non-represented position is also responsible for investigating complex, sensitive, and multi-faceted Title VI investigations.

About VTA

The Santa Clara Valley Transportation Authority employs more than 2,000 people dedicated to providing solutions that move Silicon Valley. Unique among transportation organizations in the San Francisco Bay Area, VTA is Santa Clara County's authority for transit development and operations (light rail and bus), congestion management, transportation-related funding, highway design and construction, real estate and transit-oriented development, and bicycle and pedestrian planning. With local, state, and federal partners, VTA works to innovate the way Silicon Valley moves and provide mobility solutions for all.

Santa Clara Valley Transportation Authority (VTA) is an independent special district that provides sustainable, accessible, community-focused, innovative, and environmentally responsible transportation options promoting the region's vitality. VTA provides bus, light rail, and paratransit services and participates as a funding partner in regional rail services, including Caltrain, Capital Corridor, and the Altamont Corridor Express.

To learn more, go to: vta.org

Our Community

Santa Clara County, sometimes referred to as “Silicon Valley”, is unique for its innovation, natural attractions, and social diversity. With numerous amenities and perfect weather, it has long been considered one of the best places in the United States to live and work. calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, streams, and beautiful coastal beaches. San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media, including Business Week and Money magazines.

The county’s population of 1.9 million is the largest in Northern California and is rich in ethnic culture and diversity. Enjoy access and the option to explore our closely neighboring counties of San Francisco and Alameda.

Why join VTA?

Your passion and focused efforts will be a valued contribution to our success and continued progress in removing barriers to create equitable transit and community engagement.

This is the best time to join our growing team! The Office of Civil Rights, under the purview of the Human Resources Division, is currently expanding its team to continue to support the civil rights and equity goals of VTA in serving the community and our staff.

We are an ever-evolving organization, committed to developing and growing our talent!

We are looking for you, if you are:

- Experienced in Title VI compliance.
- A self-starter motivated to be a change agent.
- Innovative and passionate about community engagement, equity initiatives, and solutions.
- Energetic and skilled in your work style.
- Creative in collaboration and solution-based problem solving.
- A strong communicator who can connect with others to form positive relationships.

You would typically be responsible for:

- Serving as VTA’s subject matter expert on Title VI of the Civil Rights Act of 1964 (Title VI), and related laws, rules, and regulations.
- Developing, administering, and monitoring VTA’s Title VI, Environmental Justice, Language Access Plan (LAP), and Public Participation Plan (PPP) programs to ensure that VTA’s services, programs, and activities are compliant with applicable State and Federal regulations.
- Analyzing and monitoring new and existing transit services, programs, activities, and fare changes to ensure compliance with Title VI non-discrimination statutes, regulations, and guidance.
- Participating in service/fare equity analyses in collaboration with other units as needed.
- Establishing and maintaining effective working relationships with VTA divisions, community organizations, and the public to ensure that appropriate engagement, research, and analysis have occurred in an equitable manner.
- Conducting timely and thorough investigations of Title VI complaints, and conducting interviews with parties involved as needed, while maintaining strict confidentiality.

- Helping to develop outreach strategies to community-based organizations serving low-income, people of color, and limited English proficient populations.
- Representing VTA at community outreach meetings/events to maintain and develop relationships and build trust with community partners.

A few challenges you might face in this job:

- You will be expected to help develop goal-setting frameworks and trackable outcomes to gauge the success of VTA's Title VI compliance efforts and community engagement in multilingual spaces.
- Your work will involve accommodating traditional/non-traditional work schedules to provide consistent Title VI training and outreach/engagement to the community and VTA staff, and inspiring, educating, and collaborating with a variety of people who have varying levels of understanding of Title VI compliance/goals.
- You will be handling multiple tasks geared towards Title VI compliance, outreach, training, and awareness, with critical and competing deadlines.

A few reasons you may love this job:

- Your expertise will be relied upon in addressing civil rights compliance and advancing VTA's efforts in being inclusive and building trust with the communities we serve.
- You will play an integral role in helping to oversee, as well as collaborate with other units and community members, to continue to remove barriers to public transportation.
- You will be working with a respectful, friendly team of Supervisors and staff, who support each other, are eager to collaborate and listen to your ideas, and will support your career goals.
- You will continually be provided with problem solving opportunities to keep your work challenging, impactful, and engaging.

Definition

Under general supervision, performs professional human resources work involving a wide variety of human resources functions.

Distinguishing Characteristics

This is the journey level in the Human Resources Analyst series. This level is characterized by assignments that are complex and sensitive in nature and require a high level of competence and understanding of a functional area(s). Incumbents in this class carry out work assignments with independence. This position may be required to provide lead functional or technical direction of paraprofessional or clerical employees.

An incumbent has responsibility for independent action, planning the work, using experienced judgment, solving problems, and the results of the work. Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents, yet with concern for the consequences of the action. This classification differs from the next lower level of Associate Human Resources Analyst in that incumbents receive less supervision and are expected to perform more responsible assignments with a great deal of independence. This class differs from the higher level Senior Human Resources Analyst class in that the latter has full responsibility for one or more program areas and supervises and/or trains other professional-level employees.

Application will close Monday, July 31, 2023, at 4:00 PM.

Essential Job Functions

Typical Tasks

Not all positions perform all duties and not all duties performed are listed. Duties performed vary depending on the area of assignment and within working level assigned.

- Administers various human resources programs;
- Reviews and analyzes existing or proposed policies, procedures systems, management and personnel activities, advises on their impact and makes recommendations for change;

- Provides consultation and analyses/recommendations concerning human resources functions and issues;
- Analyzes, investigates and responds to issues in assigned functional area;
- Researches, resolves, facilitates resolution of and/or makes recommendations concerning human resources issues;
- Conducts analytical studies;
- Prepares and presents written and oral reports and statistical analyses, as well as letters, memorandum, training materials, and other written documents;
- Plans, develops, organizes, implements, and evaluates a variety of difficult and complex management and employee training programs and organizational development applications;
- Conducts needs assessments regarding employee, management, and organizational training needs;
- Previews and evaluates vendor instructional materials; negotiates project contract and pricing with vendor;
- Conducts analysis of employee work force in compliance with FTA affirmative action guidelines;
- Assists in developing goals for the disadvantaged business enterprise and employment programs;
- Assists in drafting the Affirmative Action Plan;
- Performs outreach recruitment to encourage participation by underrepresented groups in and equal employment opportunity programs;
- Conducts investigations for grievances or challenges regarding the employment accessibility and ADA programs;
- Performs research and provides technical assistance to the General Counsel's office regarding a variety of human resources issues;
- May provide training and lead direction to other staff;
- Determines the most suitable recruitment strategies and selection process designs;
- Performs recruitment activities such as preparing and distributing job announcements and composing and placing advertising;
- Represents VTA at job fairs and other public events;
- Plans and conducts salary/benefits surveys;
- Conducts job audits and analyses;
- Analyzes and evaluates positions for classification, compensation, recruiting and testing;
- Determines appropriate compensation for positions;
- Interprets and applies procedures, labor agreements, contracts and benefits policies;
- Assists employees in understanding benefits programs;
- Works with benefits carriers to ensure proper administration of benefits contracts, correct payment of premiums and resolution of any service delivery issues;
- Investigates and assists in the resolution of grievances, discrimination and other types of complaints; Performs wellness related activities;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in human resources;
- May manage multiple projects with short targeted completion dates;
- May act as a "technical analyst" for specialized computer applications;
- Performs related duties as assigned.

Minimum Qualifications

Employment Standards

Sufficient education and increasingly responsible experience to demonstrate possession of the required knowledge, skills, and abilities.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university with a four-year degree; and two (2) years of increasingly responsible experience performing human resources management and analysis and/or training for a public or private sector organization.

Attainment of experience in a large public agency is preferred.

Preferred

- Experience working in the public sector.
- Three (3) years of experience updating and administering the submission of a Title VI Civil Rights Program.
- Managing and/or conducting investigations of complaints related to Title VI concerns.
- JD or Graduate Degree in Public Policy, Public Administration, or Planning.
- Data analysis skills in Microsoft Excel and Access.
- Experience working with Census data to develop reports.
- Bilingual skills are a plus.

Supplemental Information

Knowledge of:

- Human resource systems, techniques, practices and functions, including recruitment, classification, testing, selection, placement, training, equal opportunity programs, employee relations, and employee and retiree benefits management;
- Standard office practices and procedures, including automated human resource and word/data processing systems;
- Principles and practices of public personnel administration, management analysis, organization, budget, and communication;
- Applicable state, federal, and local laws, rules, regulations, and court decisions;
- Principles of training and motivation;
- Job analysis, recruiting and examining strategies and plans, position classification, position control, wage and salary administration;
- Employee benefit programs, including health plan administration and cost containment measures;
- Principles, practices, techniques and methods of planning, developing and administering training and employee development programs;
- Public sector employee relations, typical provisions of collective bargaining agreements and public employee labor laws, current labor relations practices, trends and major problems in the public sector;
- Techniques for investigating, analyzing, and resolving employee grievances;
- Applicable FTA regulations and guidelines relating to employment;
- Collaborative problem solving.

Ability to:

- Use initiative and good judgment;
- Consistently apply concepts, laws, methods, techniques, approaches and other guidelines of professional work in the human resources management field;
- Persuade, justify and project the consequences of decisions and/or recommendations;
- Organize and prioritize work and meet deadlines;
- Communicate clearly and effectively, both orally and in writing;
- Follow written and oral directions;
- Define problem areas, evaluate, recommend, and implement creative solutions to complex issues and problems;
- Plan, coordinate, and initiate action necessary to implement recommendations in order to manage assigned project;
- Work effectively under stressful situations involving confrontation and conflict;
- Organize and analyze varied and complex data and cost out various proposals;
- Develop and implement procedures and guidelines consistent with VTA policies and interpret these policies and procedures to staff and other agencies;
- Interpret and apply federal, state and local policies, laws and regulations;
- Be sensitive to cultural, racial, economic, and ethnic diversity;
- Translate specific organizational/training needs into curriculum, and conduct employee/management training sessions;
- Establish and maintain effective working relationships with employee associations, community groups, and individuals at all levels in a large, complex organization;
- Operate a computer and perform standard word-processing, spreadsheet, database, and human resources applications;
- Provide technical support on specialized computer applications as assigned;

- Maintain accurate records, files, and databases;
- Exercise good judgment within established policies and guidelines.

What's in it for You?

Work/Life Balance: 40-hour work weeks, and a flexible/hybrid remote schedule.

Health: VTA participates in a CalPERS-sponsored medical plan with VTA contribution to employee and dependent premium health insurance premiums. Employees pay a monthly contribution of any amount in excess of the Kaiser Bay Area Family rate.

Flex Spending Account: \$300 employer-funded Health FSA for eligible employees

Vision: VSP full premium for employees and eligible dependents

Dental: Delta Dental full premium for employees and eligible dependents

Mental Health Days: 3 days: May 1, 2023 - June 30, 2024

Leave: 17 days of vacation (accrued), 80 Hours of sick time (accrued), 12 paid holidays per year, and 1 floating holiday per year.

Retirement:

- Participation in CalPERS

- Classic Members: 2%@55
- PEPRAs Members: 2%@62

- 457 Deferred Compensation Plan (voluntary)

- 457 pre-tax
- 457 Roth
- Self-directed brokerage account option for qualifying employees

- Retiree medical coverage for eligible employees with VTA contributions to the retiree's medical premium.

Additional perks:

- All active full-time employees and their eligible dependents are eligible for transit passes for use over VTA lines, including VTA Paratransit services.

- Employee Assistance Program (EAP) is available to each employee, eligible dependent, and household member, 24 hours a day, seven days a week.

- Tuition Reimbursement

- Professional Development Fund

- Wellness Programs

As we continue to implement our [VTA Forward Plan](#), we aim to strengthen and increase our workforce to take on future opportunities and challenges by elevating our people and our services.

For more information about our VTA Forward Plan, visit: <https://www.vta.org/VTAForward>

General Instructions

Please read this entire job announcement before applying for the position. Print and keep a copy of this announcement so that you can refer to it. Questions not answered within this job announcement may be sent to personnel@vta.org.

To ensure consideration, completed applications must be submitted online to the Human Resources department by the stated closing time and date posted. When the stated closing date is "continuous," apply immediately; the position may close without notice. You will receive an immediate email confirming receipt of your submitted application. If you do not receive this email, contact NEOGOV's Applicant Assistance Line at (855) 524-5627 between 8:00AM to 5:00PM (PST) Monday through Friday, excluding holidays.

Only on-line applications will be accepted for this recruitment (paper applications or resumes will not be accepted). Job Interest Notification Cards, or copies of previous, partial, or un-submitted applications, are not an acceptable substitute to a completed application.

ALL APPLICATION AND TESTING NOTIFICATIONS WILL BE SENT BY E-MAIL. Applicants should select e-mail as the preferred method of notification. Candidates must maintain an up-to-date, valid and reliable e-mail address. Candidates are also responsible for maintaining up-to-date phone numbers and addresses on their on-line account. Due to the number of applications received, candidates must check their application status through their on-line account. Contact NeoGov for assistance if needed.

Information on how to apply for jobs at the VTA is available on the VTA Employment website and from the NEOGOV's Applicant Assistance Line (855) 524-5627. NeoGov Applicant support is available from 8:00AM to 5:00PM (PST) Monday through Friday, excluding holidays.

Americans with Disabilities Act Accommodations

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities. If you wish to request an accommodation, please click [here](#) (Download PDF reader).

Application Processing Information

All related current and past work experience (including VTA experience) must be listed and fully described in the Work Experience section of the application ("See Resume" is not acceptable). Incomplete or improperly completed online applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online application reflects the work experience and education needed to meet the requirements for the position you are applying for. Although your resume may have all your experience and education details, please make sure to complete each section of the online application to ensure that your information is accurately captured during our screening process.

Important: Proof of Education, either as a copy of a diploma or transcript, is required to verify all educational units listed on your application. Official transcripts are not necessary. Copies of diplomas, degrees, transcripts, or foreign transcript evaluations must be attached to the submitted application as a pdf.

Note: Failure to provide all of the required documents in the appropriate format (pdf ONLY), and properly labeled as shown in the example (for example: Smith_J BS Diploma), will result in the application being rejected as incomplete. No exceptions will be made.

Note: Applicants holding degrees or credentials from outside the United States who are using these qualifications exclusively to qualify for a position are required to provide a foreign transcript evaluation as a pdf and properly labeled as shown above. Failure to provide a foreign transcript evaluation will result in the application being rejected as incomplete. No exceptions will be made.

All applications are subject to review as to meeting minimum qualifications at any point in the recruitment process. Passing any step is no guarantee of continuation if it is determined that the applicant does not meet the minimum qualifications as stated in the class specification.

Candidates found to have exaggerated/falsified their qualifications, experience, training, and/or education may be disqualified at any point in the recruitment process and may be denied future employment with the VTA.

If selected for the position, candidates will be required to complete a criminal conviction disclosure form. Candidates who successfully become VTA employees, and fail to disclose any of the criminal background information as required may be subject to discipline up to and including discharge.

Eligible Lists typically remain in effect for six (6) months. However, Human Resources may abolish Eligible Lists at any time during the six (6) month period. Human Resources may extend eligible Lists for up to two (2) years. Eligible Lists may be used for more than one recruitment. If you have questions related to an Eligible List you might be on or were on, you should contact Human Resources.

If you have questions regarding your status as an applicant for this position, please call the Human Resources Department at (408) 321-5575 or email at Personnel@vta.org.

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Agency

Santa Clara Valley Transportation Authority

Address

3331 North First Street, Bldg. B-1

San Jose, California, 95134-1927

Phone

(408)321-5575

Website

<http://www.vta.org>

Human Resources Analyst- Title VI Coordinator Supplemental Questionnaire

*QUESTION 1

How many years of experience do you have addressing civil rights matters, including complaints, compliance, technical assistance and public engagement?

- 0 years to less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 or more years

*QUESTION 2

Define and explain your experience with the following: a. Title VI, Environmental Justice and Limited English proficient individuals.

*QUESTION 3

What public engagement processes have you led? Please describe how you engaged the public and the outcome of the engagement.

***QUESTION 4**

Have you ever trained staff or large groups of employees or contractors? If so, please provide detailed information about your training efforts.

***QUESTION 5**

This position will require ensuring organizational compliance with complex federal and state laws, regulations, and administrative directives. Please describe how you have worked to ensure organizational compliance with federal and state laws, and describe your ability to explain complex information in a manner that is easily understood by the general public; please provide an example.

* Required Question