

**NIAGARA FRONTIER TRANSPORTATION AUTHORITY  
JOB OPPORTUNITY NOTICE**

**February 20, 2019  
Job #025-19-N**

**TITLE:                   MANAGER, EEO/DIVERSITY DEVELOPMENT**  
**DEPARTMENT:       EEO/DIVERSITY DEVELOPMENT**  
**UNION:                 NON-REPRESENTED**

**WORK OBJECTIVE:**

This is a highly responsible administrative and technical management position which consist of developing, coordinating, implementing, and monitoring programs included but not limited to Equal Employment Opportunity/Affirmative Action Programs. An employee in this class is responsible for insuring that the Authority complies with the provisions of the Equal Employment Opportunity Act of 1972, and all other federal, state, and local laws pertaining to discrimination and Equal Employment Opportunity. Responsibilities include the enforcement of Equal Employment Opportunity with regard to employment, service and public accommodation and where necessary coordinate referrals to the Employee Assistance Program. Due to the wide scope of activities to which attention must be given, there is much demand for independent judgment and a high degree of responsibility is delegated by the Director of Human Resources. The incumbent reports to the Executive Director on matters pertaining to the Authority's Equal Employment Opportunity (EEO) and Disadvantaged Business Enterprise (DBE) Programs.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Plans, directs and supervises the operation and personnel involved with Equal Employment Opportunity/Affirmative Action programs.
- Develops a policy statement and a written Equal Employment Opportunity/Affirmative Action Program, including internal and external communication procedures for the program.
- Administers the contracts for enforcement of the Authority's Human Rights Ordinance.
- Assists management in collecting and analyzing employment data, identifying problem areas, and setting expectancy programs to achieve remedies to eliminate any discriminatory practices discovered in the employment system.
- Designs, implements, and monitors internal audit and reporting systems to measure Equal Employment Opportunity/Affirmative Action effectiveness and to determine where progress has been made and where further action is needed. Assures that such action is taken.
- Serves as liaison between offices and departments of the Authority, government regulatory agencies, minority and women's organizations and other community groups.
- Disseminates current legal information affecting Equal Employment Opportunity to responsible officials.
- Plans, develops, and conducts training programs on Equal Employment Opportunity for various organizational levels.
- Reviews the final adverse personnel actions relating to Equal Employment Opportunity matters.
- Coordinates the development of the Authority's Human Rights Ordinance.
- Administers the Authority's Harassment and Sexual Harassment policy.
- Administers the certification process for Disadvantaged Business Enterprises (DBE). Reviews the Authority's DBE and Minority and Women Business Enterprise (MWBE) program.
- Ensure all programs (e.g. wellness and Employee Assistance Program) are accessible and offered without discrimination.
- Work with senior staff to develop strategies to promote a more inclusive workplace.
- Provides training to managers, supervisors and union representatives in a variety of areas dealing with employees in need of assistance to respond in such a way as to minimize negative outcomes.
- Provides additional management and/or employee training as needed.

- In conjunction with the medical department, provide training as required by Department of Transportation, including but not limited to reasonable suspicion and drug and alcohol use in the workplace.
- Work in partnership with Drug and Alcohol Program Manager on Substance Abuse Professional referrals.
- Provide assistance to departments in resolving conflicts between employee/employee and labor/management.
- When needed or upon request of supervisors and/or management, provide emergency crisis intervention in response to traumatic incidents and coordinate referrals if necessary.
- Perform additional duties and tasks as assigned.

**KNOWLEDGE, SKILLS and ABILITIES:**

Knowledge of the Equal Employment Opportunity Act of 1972, as it relates to local and state government and all other federal, state, and local laws pertaining to Equal Employment Opportunity, Civil Rights, and Human Rights. Knowledge of the methods used in making statistical surveys and the preparation of reports. Ability to analyze and solve problems relating to Equal Employment Opportunity and to render advice and assistance on each. Knowledgeable of methods, procedures and practices of Employee Assistance Programs as well as public and private sector mental health and chemical dependency treatment providers and other community resources. Ability to establish and maintain effective working relationships with the general public, co-workers, officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation. Ability to present oral and written comments and recommendations clearly and concisely. Ability to make sound independent judgment. Ability to maintain good public relations with subordinates, superiors and the public. Ability to conduct investigations and to prepare accurate analyses.

**MINIMUM QUALIFICATIONS:**

A Bachelor’s degree with major course work in the social sciences, business or public administration, and ten (10) years’ experience in planning and formulating programs, systems and procedures relating to Equal Employment Opportunities, Affirmative Action laws and requirements and administration of Employee Assistance Programing.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**TO APPLY:**

Send NFTA employment application, resume and cover letter **specifying the job number to 025-19-N:**

NFTA Human Resources  
 181 Ellicott Street  
 Buffalo, NY 14203  
 Or email: application\_intake@nfta.com

**Application Deadline:** March 4, 2019

**POST:** 02/20/2019

**REMOVE:** 03/04/2019

*The Niagara Frontier Transportation Authority is an Equal Opportunity Employer*