



**BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT**

## Bay Area Air Quality Management District Civil Rights Officer

|                     |  |                          |                          |
|---------------------|--|--------------------------|--------------------------|
| <b>SALARY</b>       | \$95.91 - \$116.58 Hourly<br>\$7,673.17 - \$9,326.79 Biweekly<br>\$16,625.20 - \$20,208.04 Monthly<br>\$199,502.44 - \$242,496.46 Annually | <b>LOCATION</b>          | San Francisco, CA        |
| <b>JOB TYPE</b>     | Full Time  | <b>REMOTE EMPLOYMENT</b> | Flexible/Hybrid          |
| <b>JOB NUMBER</b>   | CB-0125 - CRO  | <b>DEPARTMENT</b>        | Civil Rights             |
| <b>OPENING DATE</b> | 01/15/2025   | <b>CLOSING DATE</b>      | 2/3/2025 5:00 PM Pacific |

### Description



Join an agency committed to creating a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate!

Bay Area Air Quality Management District (Air District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The Air District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices. The Air District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

At the Air District, we take pride in our commitment to fostering a workplace that values diversity and promotes cultural awareness. We prioritize employee engagement by providing a collaborative and inclusive environment that encourages active participation and open dialogue. Additionally, we believe in pay equity and strive to create an equitable compensation structure. With a strong emphasis on work-life balance, we understand the importance of supporting our employees' well-being both inside and outside the workplace. Join us in a dynamic and inclusive culture where your contributions are celebrated and your growth is nurtured.

The Air District is currently accepting applications for the position of **Civil Rights Officer** in the Civil Rights Office. **This is an open recruitment for one (1) full-time, management position.**

#### About the Position

The **Office of Civil Rights** was created to ensure compliance with key civil rights laws, including Title VI of the Civil Rights

Act of 1964 and California Government Code Section 11135. In addition to ensuring compliance within the Air District's programs and policies, the Office will affirmatively raise Title VI and Government Code Section 11135 issues with agencies that receive state and federal funds. By taking this affirmative approach, the Office will work to identify and correct disproportionate, adverse impacts on communities based on race, color, national origin, or other protected classes.

The Civil Rights Officer is responsible for overseeing the Civil Rights and Title VI programs and initiatives and ensuring environmental protection benefits are shared by all Air District communities and in compliance with civil rights laws, regulations, and policies.

#### Definition

Under executive direction, responsible for developing, implementing, and overseeing the Air District's Civil Rights and Title VI programs and initiatives, ensuring environmental protection benefits are shared by all Air District community members, and compliance with civil rights laws, regulations, and policies.

This includes ensuring that all individuals, regardless of race, color, national origin, disability, or other protected class, have equal access to the organization's services, programs, and environmental protections. The incumbent leads initiatives to ensure the benefits of environmental protection are equitably distributed across all communities, with a focus on underserved populations.

#### Distinguishing Characteristics

The incumbent in this class serves as a key advisor and resource to Air District leadership in developing and implementing strategic initiatives, language and disability access programs, and other proactive civil rights focused programs. The incumbent collaborates with external agencies to ensure all citizens in communities supported by the Air District have equal access to clean air and environmental protection. The incumbent ensures internal policies and procedures provide compliance with program regulatory requirements and conducts proactive audits to improve the Air District's support of protected classes. The Civil Rights Officer is distinguished from the Deputy Executive Officer in that the latter is responsible for multiple divisions of the Air District.

### **Examples of Duties for this Position**

*The following duties are typical for jobs in the class. They are for illustrative purposes only and do not reflect the full scope of job duties.*

Develops, implements, and monitors the organization's civil rights program, ensuring compliance with civil rights laws and preventing discrimination in service delivery and program access.

Advises executive leadership on strategies and policies to ensure the organization's services and programs are equitable, accessible, and compliant with Civil Rights laws, regulations and policies.

Conducts investigations and audits of civil rights discrimination complaints and advises leadership regarding findings. Makes recommendations to modify processes, policies, procedures, and training to mitigate future complaints.

Tracks and analyzes legislative developments related to civil rights, particularly Title VI of the Civil Rights Act of 1964 or California Government Code Section 11135, and recommends updates to organizational policies and procedures to ensure ongoing compliance.

Reviews, evaluates, and recommends effective nondiscriminatory policies and procedures which comply with local, state, and federal laws, rules, and regulations.

Creates and implements training for Air District leaders and staff on the civil rights laws, and their applicability to the work that is performed by the Air District.

Collects, analyzes, and reports on data related to civil rights compliance, discrimination complaints, and Title VI program performance. Presents findings and recommendations to the executive team, board, and external stakeholders.

Leads outreach efforts to underserved and minority communities to ensure their access to environmental protections and organizational services. Develops language access and disability accommodation programs to remove barriers to participation.

Represents the Air District in meetings with governmental agencies, community groups, and other organizations on civil rights matters. Collaborates with external partners to enhance the Air District's compliance efforts.

Maintains accurate and confidential records, prepares clear and concise reports, correspondence, and other written materials.

Oversees staff responsible for civil rights program administration, including audits, training, and outreach. Provides direction and support to ensure successful completion of assigned tasks, projects, and goals.

Performs other related duties as assigned.

## Minimum Qualifications

### Education & Experience

Bachelor's degree in human resources, public administration, business administration, law, or a closely related field, and five years of experience.

Any equivalent combination of education and experience that provides the necessary qualifications to successfully perform the duties of the position will be considered.

### Desirable Qualifications

5 years of professional level work experience, preferably in a public agency, including three years of supervisory experience.

## How to Apply & Selection Criteria

Interested individuals must submit a completed Air District application, chronological resume, and responses to the supplemental questionnaire by **5:00 p.m. on Monday, February 3, 2025**. Applications are accepted online; please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) to apply.

Resumes must be attached to the application and will not be accepted in lieu of the required application materials. Postmarks, faxes, and e-mailed applications will not be accepted.

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation,

performance evaluations, work samples, etc. They will not be considered or returned.

### Supplemental Questions Instructions

Individuals who apply for this position must respond to each of the required supplemental questions. Applications must be received by the Human Resources Office no later than the time and date specified in this vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria section.

Please limit your responses to no more than one page (500 words) per question. Do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. This information will be evaluated as is and may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. It is very important to provide a concise, clear, legible, complete response to each question.

### Selection Criteria

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

The District is an Equal Opportunity Employer.

## How to apply for a job at Air District



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**Agency**

Bay Area Air Quality Management District

**Address**

375 Beale Street Suite 600

San Francisco, California, 94105

**Phone**

415-749-4980

**Website**

<http://www.baaqmd.gov>

## Civil Rights Officer Supplemental Questionnaire

**\*QUESTION 1**

Describe your experience leading and/or supervising the work of others. Please include: • The name of the organization • Your role/title • The project/initiative that were in a lead/supervisory role • The number of people you led/supervised • The role/title/functions of those you led/supervised

**\*QUESTION 2**

Please describe a time when you led or managed a civil rights compliance program within a public agency or similar organization. How did you ensure adherence to Title VI of the Civil Rights Act of 1964 or California Government Code Section 11135? What steps did you take to identify and address any disparities or adverse impacts? If no experience, please write n/a.

**\*QUESTION 3**

Describe a specific instance where you managed or investigated a civil rights complaint. Please describe the steps you took from receiving the complaint to resolution. How did you ensure a fair, thorough, and transparent process? What tools or frameworks did you use to assess compliance with Title VI or California Government Code Section 11135? If no relevant experience, please write n/a.

\* Required Question