



Sacramento Regional Transit District  
**Equal Employment Opportunity (EEO) Specialist/ Senior  
EEO Specialist**

<b>SALARY</b>	\$82,656.00 - \$130,776.00 Annually	<b>LOCATION</b>	Sacramento, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2025-00107IE
<b>DEPARTMENT</b>	Equal Employment Opportunity	<b>OPENING DATE</b>	11/26/2024
<b>CLOSING DATE</b>	Continuous	<b>RECRUITMENT TYPE</b>	Internal/External

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### Description

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

**Please Note: This position will be filled either at EEO Specialist or Senior EEO Specialist level.**

#### **Equal Employment Opportunity (EEO) Specialist - \$82,656.00 - \$115,704.00 Annually**

The purpose of this position is to perform semi-complex responsibilities for the Equal Employment Opportunity (EEO) Program for the Sacramento Regional Transit (SacRT) by ensuring agency compliance with Title VII of the 1964 Civil Rights Act, the Federal Transportation Administration (FTA) Circular 4704.1A, and other applicable Federal, State and local laws and regulations. This position is distinguished from the higher-level classification of the Senior EEO Specialist in that the latter performs the most complex work.

#### **Senior EEO Specialist - \$93,396.00 - \$130,776.00 Annually**

The purpose of this position is to help administer the Equal Employment Opportunity (EEO) Program for the Sacramento Regional Transit (SacRT) by ensuring agency compliance with Title VII of the 1964 Civil Rights Act, the Federal Transportation Administration Circular 4704.1A, and other applicable Federal, State and local laws and regulations.

**Hybrid schedule is available at the discretion of the Department Head.**

### Examples of Duties

**For detailed information on examples of duties, knowledge, skills and abilities required for the two positions, please follow the links below:**

#### **Equal Employment Opportunity (EEO) Specialist**

<https://www.governmentjobs.com/careers/sacrt/classspecs/1715926?keywords=eoo%20specialist&pagetype=classSpecifications>

## Senior EEO Specialist

<https://www.governmentjobs.com/careers/sacrt/classspecs/1287992?keywords=eeo%20specialist&pagetype=classSpecifications>

### Minimum Qualifications

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

#### **Equal Employment Opportunity (EEO) Specialist / Senior EEO Specialist**

**Formal Education:** Bachelor's degree or equivalent in Human Resources, Business Administration, Public Administration, Organizational Development, Labor Relations, Psychology, Sociology or a related field.

**Experience for Equal Employment Opportunity (EEO) Specialist:** A minimum of three (3) years of relevant experience in Human Resources. Investigating complaints, preparing state and federal documentation and conducting EEO training experience preferred.

**Experience for Senior EEO Specialist:** A minimum of four (4) years of relevant experience in Human Resources with direct experience in EEO programs. Investigating complaints, preparing state and federal documentation and conducting EEO training experience preferred.

**Proof of education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

### Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. Applications and job announcements are available at our website at [www.sacrt.com](http://www.sacrt.com).

**A completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled Veterans**

**This position falls under Management and Confidential Employee Group (MCEG).**

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**Agency**

Sacramento Regional Transit District

**Address**

1400 29th Street

Sacramento, California, 95816

**Phone**

9165560298

**Website**

<http://www.sacrt.com/>

## Equal Employment Opportunity (EEO) Specialist/ Senior EEO Specialist Supplemental Questionnaire

**\*QUESTION 1**

Describe, in detail, your experience in Human Resource in the following areas: recruitment and selection, maintaining and implementing outreach programs, experience with EEO programs such as compliance (e.g. data analysis), developing and delivering training programs like sex harassment prevention or other EEO or HR-related subjects. In your description, include your job title, responsibilities, employer, size of the workforce and dates of employment in which you performed these functions.

**\*QUESTION 2**

Please indicate which position you are applying for:

- EEO Specialist
- Senior EEO Specialist
- Both

\* Required Question