

Public Transportation Services Corporation(PTSC)

Non-Represented EMPLOYMENT OPPORTUNITY

Bulletin No: 002601-009

Job Title: ASSISTANT DIVERSITY AND ECONOMIC OPPORTUNITY REPRESENTATIVE (TEMPORARY POSITION - CERTIFICATION)

Specialty: TEMPORARY POSITION - CERTIFICATION

Closing Date: 15-JUL-21

Salary Grade: H1G

Salary Range: \$51,688 - \$64,605 - \$77,501

External/Internal: EXTERNAL

Other Info: THIS POSITION IS TEMPORARY (Up to 40 HOURS PER WEEK) WITH LIMITED BENEFITS. NO QCP WILL ESTABLISHED. Please see the Benefits tab for additional information.

This bulletin is posted to establish or add to a Qualified Candidate Pool(QCP)

Basic Function

Performs entry-level work in support of equal opportunity programs, including small and disadvantaged business development to meet Metro's Diversity and Economic Opportunity goals.

Example Of Duties

- Provides administrative support for outreach events
- Interfaces with internal and external clients, including local, state, and federal representatives, in support of Metro outreach events
- Coordinates with various Metro departments leads and heads to garner all logistical needs for successful events
- Investigates businesses requesting certification
- Monitors contract compliance regarding labor issues and Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women Business Enterprise (WBE), Equal Employment Opportunity (EEO), and Affirmative Action goals
- Conducts field reviews and site visits
- Conducts studies and prepares oral and written reports of findings
- Responds to public inquiries regarding Metro programs and opportunities
- Maintains data in support of events and programs
- Prepares reports and presents information to other departments
- Provides support and advice to external parties regarding Metro programs
- Contributes to ensuring that the Equal Employment Opportunity (EEO) policies and programs of Metro are carried out

May be required to perform other related job duties

Requirements For Employment

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Education

- Bachelor's Degree in Business, Public Administration, or a related field

Experience

- None required; experience supporting the implementation of small business programs contract compliance administration preferred

Certifications/Licenses/Special Requirements

- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions

Preferred Qualifications

Preferred Qualifications (PQs) are used to identify relevant knowledge, skills, and abilities (KSAs) as determined by business necessity. These criteria are considered preferred qualifications and are **not** intended to serve as minimum requirements for the position. PQs will help support selection decisions throughout the recruitment. In addition, applicants who possess these PQs will not automatically be selected.

The following are the preferred qualifications:

- Experience applying knowledge of small business programs, including Code of Federal Regulations (CFR) 49 Part 26, for certification
- Experience utilizing Microsoft Office Suite, including strong proficiency in Excel
- Experience providing customer support to clients and speaking with the public
- Experience preparing written and data reports
- Experience handling multiple priorities
- Experience contributing to a team-oriented work environment
- Experience supporting the implementation of small business programs contract compliance administration

Knowledge:

- Theories, principles, and practices of equal opportunity programs management and principles
- Practices and principles of diverse and disadvantaged business enterprise programs
- Research and report preparation methods
- Applicable business software applications

Skills:

- Analyzing situations and identifying problems
- Exercising judgment and creatively in decision making
- Communicating effectively orally and in writing
- Interacting professionally with various levels of Metro employees and outside representatives

Abilities:

- Perform entry-level equal opportunity programs management work
- Handle highly confidential information
- Meet tight time constraints and deadlines
- Compile and analyze data
- Prepare reports and correspondence
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Represent Metro before the public
- Travel to offsite locations
- Read, write, speak, and understand English

Selection Procedure

Applicants who best meet job-related qualifications will be invited to participate in the examination process that may consist of any combination of written, performance, or oral appraisal to further evaluate job-related experience, knowledge, skills and abilities.

Application Procedure

To apply, visit Metro's website at www.metro.net and complete an online Employment Application. (kd)

Computers are available to complete online Employment Applications at the following Metro location:

**METRO Headquarters, Employment Office
One Gateway Plaza**

Los Angeles, CA 90012

Telephone: (213) 922-6217 or persons with hearing or speech impairments can use California Relay Service 711 to contact Metro.

All completed online Employment Applications must be received by 5:00 p.m. on the closing date.

*Open to the public and all Metro employees

This job bulletin is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

Temporary employees are eligible to enroll in/receive the following benefits:

- Kaiser medical insurance
- Public Pension Plan
- 457/401k plan
- Flex spending
- Paid Sick Time
- Fare media
- Rideshare subsidies
- Metro One Fitness (gym) membership

Please note that temporary employees will be able to work up to 40 hours per week. Assignments may be for up to 1 year, with the possibility of extension up to 2 additional years.

Supplemental Questions

1. Do you possess a Bachelor's Degree (or higher) in Business, Public Administration, or a related field?
2. Please acknowledge that your responses to the following questions will be used to supplement and expand on the Work Experience section of your application. It is important to provide detailed responses to the supplemental questions. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.**
3. Describe your experience applying knowledge of small business programs, including Code of Federal Regulations (CFR) 49 Part 26, for certification. Also include the employers and starting and ending dates of employment where you performed these duties. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.** If you do not have this experience, type N/A in the field below.
4. Describe your experience utilizing Microsoft Office Suite, including your experience and level of proficiency in Excel. Also include the employers and starting and ending dates of employment where you performed these duties. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.** If you do not have this experience, type N/A in the field below.
5. Describe your experience providing customer support to clients and speaking with the public. Also include the employers and starting and ending dates of employment where you performed these duties. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.** If you do not have this experience, type N/A in the field below.
6. Describe your experience preparing written and data reports. Also include the employers and starting and ending dates of employment where you performed these duties. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.** If you do not have this experience, type N/A in the field below.
7. Describe your experience handling multiple priorities. Also include the employers and starting and ending dates of employment where you performed these duties. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.** If you do not have this experience, type N/A in the field below.
8. Describe your experience contributing to a team-oriented work environment. Also include the employers and starting and ending dates of employment where you performed these duties. **Do not refer to or rely on a resume or other documentation, as WE WILL NOT REVIEW RESUMES OR OTHER DOCUMENTATION TO DETERMINE YOUR QUALIFICATIONS.** If you do not have this experience, type N/A in the field below.