

CLASS SPECIFICATION

Equal Opportunity and Contracts Manager

Code Number: _____

GENERAL PURPOSE

Under policy direction, plans, organizes, manages, administers and participates in carrying out the Commission's internal and external equal opportunity programs; supervises the placement and administration of contracts for major purchases and Commission-wide services; administers the Commission's risk management program for property liability and casualty; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for planning, organizing, administering and participating in the Commission's equal employment opportunity programs as well as its programs to build capacity and encourage participation of Minority-, Women- and Disabled Veterans-owned Business Enterprises in the Commission's procurement and contracting programs. In addition, the incumbent is responsible for procurement and contracting processes for major purchases and agency-wide services and for the development and administration of agency risk management and records management programs and activities. The incumbent develops policies and procedures, advises other Commission managers on program issues and monitors effectiveness and results made in achieving Commission objectives in assigned areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve section or unit goals and objectives; contributes to the development of and monitors performance against the annual section budget(s); supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; with staff, establishes activity measures and measurements of accountability for the section; prepares board reports and makes presentations before the Housing Commission and Housing Authority.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the section's and the Commission's mission, objectives and Core Values.

Develops, plans and participates in implementing Commission programs to encourage participation of Minority-, Women- and Disabled-Veterans-owned Business Enterprises in procurement and contracting processes, in accordance with Commission and other local, state and federal policies and mandates and with sound professional principles and practices; identifies potential MBE/WBE firms through community outreach; provides information and technical assistance on a variety of contracting issues; identifies barriers to the participation of firms in Commission contracting opportunities; conducts research and implements procedure and policy changes to eliminate barriers to participation.

Supervises and conducts compliance reviews of contractors to ensure their compliance with contract provisions and Commission requirements regarding equal opportunity; conducts investigations and recommends and implements actions when violation of contract provisions is found.

Supervises Commission solicitations for major purchases and contracts for agency-wide services; oversees development of formal and informal solicitations, RFQs and RFPs, ensuring that all legal and contractual provisions are included to safeguard the Commission's interests and that all procurement requirements are understood and addressed; oversees the solicitation, evaluation and award of bids and proposals; participates in pre-bid briefings.

Administers and participates in the Commission's equal opportunity (EO) programs; participates in the investigation and resolution of discrimination and harassment complaints; in collaboration with Human Resources, conducts fact-finding sessions to determine causes of employee complaints and concerns; works with Human Resources and section managers to resolve problems and disputes; supervises training of Commission managers and employees on EO and diversity issues; represents the Commission in dealing with state and federal compliance agencies and in hearings and litigation on EO-related matters; maintains data and prepares reports on EO goals and work force representation for the Commission, City of San Diego and state and federal agencies.

Interprets Commission policies, procedures and precedents for managers and employees in areas of assigned responsibility; monitors trends and developments; analyzes proposed state and federal law, regulations and court decisions for their impact on Commission practices and operations in areas of assigned responsibility; recommends and implements policy and procedure changes consistent with requirements.

OTHER DUTIES

Administers the Commission's self-insured risk management programs, including property casualty, vehicle, general liability and errors and omissions insurance coverages; works with other section managers to identify risks and exposures; oversees the adjudication of property claims and coordinates investigations and litigation of cases with outside counsel.

Supervises development and administration of HUD Section 3 programs, in collaboration with the Human Resources section.

Supervises the development and implementation of a comprehensive agency-wide records management program, including the drafting of regulations, policies, procedures and development of a records retention schedule.

Supervises the development and maintenance of program records and databases.

Represents the Commission in meetings of professional and community groups.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques related to the utilization of MBE/WBE/DVBE firms in Commission contracting and procurement activities; theory, principles, practices and techniques of equal employment opportunity and employee relations in a public agency; principles, methods and techniques in public agency contracting, including contract development, negotiation and administration techniques; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; principles and practices of public administration, including budgeting, purchasing and maintenance of public records; risk management principles, methods and practices, including the adjudication of claims; research methods and analysis techniques; Commission functions and associated program management issues in areas of assigned responsibility; organization and functions of a public board; principals and practices of sound business communication; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective supervision.

Ability to:

Analyze and make sound recommendations on varied, difficult and sensitive program management issues; plan and carry out MBE/WBE/DVBE outreach and involvement activities; understand, interpret, explain, apply and enforce Commission, state, and federal policy, law, regulation and court decisions governing areas of assigned responsibility; prepare and present proposals and recommendations clearly and logically in public meetings; represent the Commission effectively in dealings with contractors, vendors, state and local governmental agencies, community groups, employees and the public on a variety of contracting and equal opportunity program issues; evaluate internal and external equal opportunity program management practices and make sound

recommendations for improvement; develop and implement appropriate procedures and controls; conduct audits and investigations thoroughly and with awareness of the sensitive issues involved; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of Commission management, other governmental officials, contractors, vendors, community groups, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, psychology, or a closely related field; and eight years of progressively responsible experience in planning, designing and implementing equal opportunity programs, at least three of which involved federal, state, local or special district contract compliance programs; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work with frequent interruptions; interact with all levels of Commission management, other governmental officials, contractors, vendors, community groups, employees and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.