



Pierce Transit **EQUITY AND ENGAGEMENT MANAGER**

Job Announcement

About Pierce Transit

Pierce Transit improves people's quality of life by providing safe, reliable, innovative, and useful transportation services that are locally based and regionally connected.

Founded in 1979, Pierce County Public Transportation Benefit Area Corporation (Pierce Transit) is a nationally recognized leader in the public transportation industry. Pierce Transit covers 292 square miles of Pierce County containing about 70% of the county population. Serving Washington's second largest county, Pierce Transit provides three types of service: Fixed Route, Paratransit (SHUTTLE) and Vanpools that help get passengers to jobs, schools and appointments.

The agency provides a vital link in the regional transportation system by making connections with King County through express bus services. Pierce Transit is a municipal corporation, not part of the City of Tacoma, Pierce County or Sound Transit.

Pierce Transit is currently governed by a nine-member Board of Commissioners. The Board is currently made up of elected officials representing Pierce County, Tacoma, Lakewood, Puyallup, University Place and the smaller cities and towns in Pierce County. The governance structure allows for a tenth, non-voting union representative. The Board is responsible for adopting policies that govern the operation of the transit agency and its services and employs the Chief Executive Officer (CEO) to carry out the day-to-day management and administration of the agency.



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Pierce Transit's Sustainability Commitment

- In the 1980s, Pierce Transit was among the first transit agencies in the nation to move most of its' fleet to running on clean, compressed natural gas (CNG).
- Today, 76% of Pierce Transit's bus fleet runs on CNG, 13% are diesel-electric hybrids, 8% are diesels and 3% run on gas.
- In 2018, Pierce Transit began a concerted effort to move a portion of its' fleet to battery electric buses. The agency currently has three electric buses, with six more coming online soon.
- Pierce Transit has signed onto the American Public Transportation Association's Sustainability Commitment, committing to sustainable environmental practices.
- Pierce Transit has an internal Green Team, which establishes sustainability outcomes and develops best practices, for example, upgrades to LED lighting, which reduced the agency's carbon footprint by 14 metric tons.

Riders and where they are going

- 46%** have been riding 5+ years
- 52%** have no working vehicle
- 70%** use ORCA card
- 67%** from households with annual incomes below \$35,000
- 51%** commute to and from work
- 50%** Medical appointments
- 72%** Shopping and errands
- 51%** Fun, recreation and social
- 25%** commute to school/college





About the Position

The Equity and Engagement Manager provides strategic leadership and collaboration efforts as they relate to Equal Employment Opportunity (EEO); Title VI compliance; and Diversity, Equity, and Inclusion (DEI) programs throughout the Agency. The Manager is responsible for leading and implementing the DEI program that is aligned with the agency's mission and core values. In addition, the Equity and Engagement Manager ensures compliance with applicable federal/state laws, Federal Transit Administration (FTA) guidelines and requirements and serves as liaison across the Agency to design, implement, and evaluate transit practices that foster diversity and equity throughout the Pierce Transit system.

Reporting directly to the Executive Director of Administration, the Equity and Engagement Manager oversees and advises on programs, services, and functions of equity and engagement initiatives and strategic priorities and provides professional support in the development and implementation of a comprehensive approach to advance and integrate DEI best practices throughout Pierce Transit.



In addition, the Equity and Engagement Manager:

- Manages and administers the agency's Equal Employment Opportunity (EEO) program. Assists in the implementation of and compliance with program elements. Provides advice and recommendations to agency staff.
- Serves as the DEI subject matter expert for the agency. Provide vision and execution of equity and engagement that fosters a culture of inclusion. Lead efforts to build partnerships with employees, leadership, executives, and community stakeholders.
- Designs, implements, and administers a comprehensive Equity and Engagement program focused internally and externally, with input from key stakeholders and leadership. Monitor and identify trends and climate on a local, state, and national level. Keep leadership and executive team apprised on trends. Consult with managers and executives on organizational matters, conduct assessments to identify needs and make recommendations on appropriate actions to align the departments' interests with equity initiatives.
- Provides leadership and oversight to the agency's DEI committee. Facilitates trainings, presentations, and events both internally and externally.
- Works with leadership, community, and agency partners in the analysis and evaluation of programs related to Title VI and EEO. Ensures compliance with federal programs, state, local laws and regulations. Reviews and analyzes policies, processes, services, and programs to identify barriers for equitable access and make recommendations for changes.
- Consults with leadership, executives, and employees to guide and identify areas of opportunity that deliver efforts which align with the agency's mission, core values, and best practices.
- Collaborates with Training and Workforce Development to develop and implement training and awareness programs, ensuring employee compliance with annual training requirements.
- Oversees engagement activities focused on diversity, equity, and inclusion activities in cooperation with Human Resources and Training and Workforce Development
- Serves as a liaison with management and staff, external agencies, and organizations. Represents the Agency at a variety of meetings, public events, training sessions; attend committees, and/or other related events.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Collects necessary data and information to conduct program evaluation and lead program design to increase program effectiveness.
- Assists in preparation of department budget; prepare narrative reports to justify budget requests; manage staffing strategies in alignment with budget.



The Ideal Candidate

Pierce Transit is seeking a dynamic leader who has demonstrated experience in advancing racial equity, diversity and inclusion efforts, both internally and externally in their organizations. The new Equity and Engagement Manager must be effective in building strong relationships and trust.

In addition, the ideal candidate will have skills, abilities, experience and demonstrated success in the following areas:

- Demonstrated commitment and passion for equity, diversity and inclusion.
- Knowledge of local, state, and federal regulations relating to employment law, EEO and Title VI.
- Brings strategic vision of equity, diversity and inclusion as an organization-wide initiative.
- Experience managing change within a complex organizational structure.
- Proven effective leadership skills including the ability to inspire, engage and develop others.
- Results-driven orientation with a demonstrated ability to develop strategies, plans, research and programs on equity, diversity and inclusion that utilize best practices in the field.
- Creative problem solver, bringing fresh ideas and innovative approaches.
- Strong cultural competence that includes understanding of ethnic cultures and organizational culture as well as how equity fits within the cultures.
- Strong knowledge of diversity, equity, and inclusiveness and best practices.
- Proven ability to bring people and organizations together to work toward a common goal.
- Systems, strategic and critical thinking skills.
- Highly effective communication and listening skills, including persuasion, negotiation and presentation skills.
- Strong diplomacy skills.
- Ability to build strong relationships and influence staff at all levels of the organization as well as external to Pierce Transit.
- Ability to engender trust and respect.

Desirable Qualifications

A Bachelor's Degree in human resources, organizational development or related field and three years increasingly responsible professional experience in government, community, or educational programs related to equity, diversity and inclusion. Experience should include developing, leading and implementing broad based equity, diversity and inclusion initiatives within an organization. Certification as a diversity professional (CDP) or similar DEI certification is a plus.



Salary and Benefits

The annual of the salary range for this position is \$118K - \$150K. The salary offered will depend on experience and qualifications. Pierce Transit offers a generous benefit package including medical/dental, retirement, life and disability insurance, paid holidays, vacation and sick leave and optional deferred compensation.



APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials as soon as possible but no later than September 29th, 2023 by visiting www.karrasconsulting.net and clicking on “view open positions.”

Pierce Transit is an equal opportunity employer, values workplace diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.