

EEO Investigator

Pittsburgh Regional Transit is seeking a EEO Investigator to investigate and respond to internal and external Equal Employment Opportunity complaints. To provide solutions to EEO issues that are consistent with Port Authority d/b/a/ Pittsburgh Regional Transit policies and procedures. Prepare report of findings and recommendations regarding resolution and appropriate corrective action. Educates employees on equal employment opportunity regulations, applications and initiatives. Performs limited DBE assignments, as needed.

Essential Functions:

- Ensures compliance with Civil Rights programs, laws and regulations including EEO/Affirmative Action, ADA Section 504 of the Rehabilitation Act, Title VI, Title VII as amended, and the Age Discrimination Act.
 - Participates in, monitors application of human resources actions, including but not limited to: hiring criteria, selection process, disciplinary actions, promotions, etc., to ensure consistency, conformity, and non-discrimination.
 - Receives and investigates either formal or informal complaints of discrimination or civil rights violations from employment applicants, employees, and the community through Customer Service. Gathers all available evidence. Records and reports all complaints of potential violations as required. Recommends appropriate actions or responses to those complaints.
 - May negotiate a course of reconciliation with complainant and appropriate management staff to rectify any alleged infraction.
 - Consults with General Counsel to prepare responses to complaints being investigated by state or federal agencies.
- Utilizes PeopleSoft HRMS to enter, update and maintain EEO related database(s) of EEO compliance statistics, complaints and reports for submittal to government bodies, as required. Prepares quarterly updates of the utilization analysis, including relevant workforce and availability data to senior management.

Job requirements include:

- BA/BS in Human Resource Management, Business Administration, Humanities or directly related field.
- Minimum of five (5) years of experience in investigative procedures leading to objective review, formulation of recommendations, and the preparation of detailed reports.
- Thorough knowledge of federal and state EEO regulations.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows and Microsoft Word.
- Valid PA driver's license.

Preferred attributes:

- Demonstrated ability in the use of Microsoft Excel.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Holly A. Jenkins
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
HJenkins@RidePRT.org
EOE