



EXECUTIVE DIRECTOR, CIVIL RIGHTS, ACCESS, EQUITY, AND INCLUSION (CRAEI)

OCCUPATIONAL SERIES: 0260

FIELD/HQ: HQ

PAY BAND: TSES

PILLAR: Administrator

JOB OVERVIEW

Serves as the Executive Director, CRAEI and the senior advisor to the Deputy Assistant Administrator (DAA) and Assistant Administrator (AA) for CRL/OTE regarding matters of confidential and administrative support nature. Manages the CRAEI Division, operations, and efforts, including Equal Employment Opportunity (EEO), affirmative employment, diversity, equity, accessibility, and inclusion programs and activities, and required reporting under 20 C.F.R. Part 1614.

JOB RESPONSIBILITIES

- Promotes the fair and lawful treatment of employees and the members of the public served.
- Directs workforce civil rights programs and activities by managing resources and administering and overseeing EEO; affirmative employment; diversity, equity, inclusion, and access (DEIA); special emphasis programs; small and disadvantaged business programs; and a variety of special projects.
- Identifies, analyzes, evaluates, and resolves issues; evaluates programs; implements quality assurance techniques; and develops new concepts to improve program management.
- Provides leadership and direction, coordinating staff and resources and developing and utilizing DEIA policies, standards, procedures, and regulations.
- Advises management on policy formulation related to equal employment, DEIA, and affirmative employment; coordinates policy matters between officials; and develops and establishes CRAEI policies and standard operating procedures.
- Analyzes management problems related to equal employment, affirmative employment, and accessibility, and evaluates policies and practices to determine impact on the civil rights of the workplace.
- Manages programs and provides strategic direction through coordination with agencies, stakeholders, and international transportation leaders and representatives.
- Follows legislative matters of interest to keep Administrator apprised and responds to questions from government entities regarding TSA CRAEI policies and programs.
- Advises and educates on EEO, affirmative employment, DEIA, and individuals with disabilities; working to improve talent acquisition, management, and retention of these protected groups.
- Advises the Administrator and CRL/OTE AA/DAA on policy, legislative, and intergovernmental matters of importance, and recommends options and alternatives.
- Represents DHS, TSA, and the Administrator at high-level meetings, presenting and defending positions with other transportation organizations; ensures Administrator follows through on commitments and that documents and comments reflect TSA and the Administrator's view.

JOB SKILLS

- Develops and manages complex DEIA strategic programs through planning, defining program objectives, developing innovative approaches, and coordinating work.
- Liaisons and collaborates with other agencies, officials, and organizations involved in civil rights and DEIA to ensure effective security programs and activities.

PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is RESUME-BASED.
Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.



- Ability to develop and manage complex diversity and inclusion strategic programs, including the ability to define program objectives, develop innovative approaches, provide oversight, communication of roles and responsibilities, and establish and coordinate teamwork.
- Demonstrated experience in the development and implementation of key diversity, equity, and inclusion programs and operational activities, taking into consideration complex policy development and a multi-layered and diverse organization.
- Knowledge of Civil Rights laws, regulations and policies that govern Federal, State and local transportation security programs and operations, and the specific roles and responsibilities of Federal, State and local agencies and other Federal stakeholders.
- Demonstrated experience ensuring the accomplishment of security programs and activities through the establishment and maintenance of specific liaison contacts with high-level Federal, state and local government officials, representatives of foreign governments, other Federal Law Enforcement agencies, and other transportation security officials and outreach to non-governmental organizations involved in civil rights, civil liberties, and equal opportunity and diversity

EXECUTIVE CORE QUALIFICATIONS(ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.