

The Conference of Minority Transportation Officials (COMTO) NorCal Board and Executive Committee Suggestions:

Job Description/Qualifications:

- Create job description that includes qualifications that will invite more diverse pool of applicants.
 - Include SFMTA's statement of values related to Diversity, Inclusion and Equity.
 - Seek recommendations from SFMTA Cultural, Change and Equity Group lead by Dante King
 - Seek out non-traditional candidates
 - Consider candidates that do not have specific knowledge of government structure and key stakeholders in San Francisco.
 - Consider candidates that do not have specific knowledge of San Francisco transportation policy and operations.
 - Consider candidates that may possess transferable experience and skills not specific to transportation that could qualify for position.
- Include questions in application and/or interview related to soft skills that will provide insight into the emotional intelligence, creative and critical thinking, communication skills, and work ethics of a candidate.
 - Example Questions:
 - What is your understanding of diversity, inclusion and equity in the workplace?
 - Can you discuss a time where you had to manage a team through a difficult situation?
 - How do you prioritize your tasks when you have multiple deadlines to meet?
 - Describe a situation where results went against expectations. How did you adapt to this change?
 - What are your actions if employees disagreed with your decision?
 - Name three of your most important considerations when working for an employer.
 - When have you performed a task without preexisting experience?
 - Explain your largest failure at work. How did you learn from this experience?
- Suggested organizations for posting job position:
 - COMTO National (Conference of Minority Transportation Officials).
 - California Special Districts Association.
 - School Districts, including small districts.
 - City Councils, such as City of Oakland and surrounding cities.
 - AMAC (Airport Minority Advisory Council).
 - APTA (American Public Transportation Association}

- Ethnic Chambers of Commerce:
 - Oakland African American Chamber of Commerce.
 - San Francisco African American of Commerce.
 - Contra Costa County Hispanic Chamber of Commerce.
 - San Francisco Hispanic Chamber of Commerce.
 - San Francisco Chinese Chamber of Commerce.
 - California Asian Pacific Chamber of Commerce.
- COMTO NorCal Resource Available
 - Available to participate on selection panel.
 - Connect new Board Secretary to other transportation agency boards.