

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

NATURE OF WORK IN THIS CLASS:

Plans and administers the Equal Employment Opportunity/Affirmative Action Program of a department/agency, in cooperation with the Civil Service Commission's government-wide Equal Employment Opportunity Program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed; nor do the examples cover all the duties which may be performed.)

Develops, administers, monitors and coordinates the EEO/Affirmative Action Program of a department/agency, in accordance with federal and local laws, requirements and guidelines.

Implements the enforcement program of the non-discrimination provisions and related regulations on the part of contractors, sub-contractors, suppliers and grantees, in accordance with Federal regulations and requirements.

Reviews and evaluates personnel and administrative rules, regulations, policies, practices and procedures for discriminatory impact, and recommends changes necessary to comply with EEO program requirements.

Advises employees on EEO-Discrimination Complaint Policy and Procedures and other program requirements; keeps management abreast of current EEO requirements and other program developments.

Conducts in-house EEO orientation workshops; assists the Civil Service Commission in providing EEO training and workshops.

Maintains statistical and other EEO records and prepares reports.

May serve as a hearing officer in EEO complaint hearings.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the concepts of Equal Employment Opportunity/Affirmative Action Program.

Knowledge of the principles and practices of management.

Knowledge of basic statistics and research methods.

Ability to plan and administer the EEO/Affirmative Action Program of a department/agency.

Ability to interpret, apply and make decisions in accordance with pertinent laws, rules, regulations and other program guidelines.

Ability to evaluate personnel and administrative policies, practices and procedures for discriminatory impact and recommend changes necessary to comply with EEO/Affirmative Action program requirements.

Ability to learn and apply basic principles and practices of administrative law.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Three years of specialized technical experience in EEO/Affirmative Action program planning and implementation, public personnel work, management analysis or general administration work; and graduation from a recognized college or university with a Bachelor's degree in business or public administration, social or behavioral science, or related field; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Note:

Positions in this class must have the Commission's approval. The Commission will consider the following factors:

1. Scope and diversity of operations and functions of the department/agency.
2. Occupational diversity of the workforce.
3. Responsiveness to the EEO program.
4. Federally-funded programs.
5. Other EEO program-related factors.

Established: July, 1980
Pay Range: 32


DAVID R. FLORES
Executive Director
Civil Service Commission