

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST**NATURE OF WORK IN THIS CLASS**

This is specialized professional work in administering the Equal Employment Opportunity programs and activities of the Department of Administration under the Executive Branch.

Incumbents of this class work with considerable independence and report to the Human Resources Manager. Work is reviewed through conferences, reports, and evaluation of results achieved. Supervision of subordinate staff may be required.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the Equal Employment Opportunity (EEO), Affirmative Action and Women's programs for the Executive Branch; to include training EEO officials at serviced departments and agencies with respect to non-discrimination in employment (e.g. the American with Disabilities Act, Title VII of the Civil Rights Act, etc.).

Conducts training for employees and EEO officials relative to the EEO programs, policies and guidelines; to include sexual harassment prevention.

Receives and reviews a variety of alleged complaints of discrimination in all program areas of human resources management (to include but not limited to hiring, promotions, management/supervisory practices, performance management, employee benefits, classification and pay matters, etc.); develops a process for investigating complaints; advises complainants of their rights and of the EEO complaint process; coordinates EEO investigations.

Prepares a variety of EEO reports to monitor program compliance by departments and agencies; takes appropriate corrective action to ensure compliance.

Participates in the validation of employment tests and procedures to ensure compliance with EEO requirements and established affirmative action programs.

Maintains case files of complaints/appeals in accordance with EEO procedural guidelines, rules and regulations, and statutory requirements.

Responds to inquiries from employees, management and the public regarding the EEO program and/or appeals, and in general on personnel law, rules and regulations, policies and procedures, and practices.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of Public Personnel Administration and Equal Employment Opportunity (EEO).

Knowledge of EEO laws (e.g. Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, the American with Disabilities Act, etc.), rules and regulations, policies and procedures, especially the process of adjudicating discrimination complaints or appeals.

Knowledge of personnel law, rules and regulations, policies and procedures.

Ability to conduct training.

Ability to supervise the work of others.

Ability to administer a large program or project.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes in personnel and administrative laws, rules and regulations, policies and procedures to improve effectiveness.

Ability to integrate equal employment opportunity objectives with management and human resources activities, education, and training.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A) Three years of specialized professional experience in Equal Employment Opportunity program administration or in the investigation and evaluation of fair employment practices, civil rights advocacy or education, affirmative action or community relations outreach, and graduation from a recognized college or university with a Baccalaureate degree in business or public administration, political science, human resources, law, or a related field; OR
- B) Any equivalent combination of experience and education which provides the minimum knowledge, abilities, and skills.


ESTABLISHED: October 1977

AMENDED: October 2010

PAY GRADE: O

HAY EVALUATION:	Know-How:	EI 3	264
	Problem Solving:	E3 33%	87
	Accountability:	E2 C	<u>115</u>
	Total Points:		466

This standard revises and supersedes the standard established October 1977.

for 

LOURDES M. PEREZ, Director
Department of Administration