

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1

Nature of Work: Under general supervision, performs entry level work conducting compliance reviews to ensure that recipients of state and/or federal funding are complying with state and federal civil rights legislation and regulations and/or assures compliance with equal opportunity laws and coordinates the affirmative action program in a state agency. Holds informal meetings with contractors or sub-recipients to bring them into compliance. Makes follow-up reviews to assure that standards are being met. Performs related work as required.

Distinguishing Characteristics: This is the entry level in the series and may serve as a training level. Work tends to be of limited complexity, relative to the work in the class series, with little or no latitude to vary methods or procedures. Serves as a coordinator of the EEO/Affirmative Action Plan in a medium size agency.

Examples of Work

Obtains hiring, retention, and training records and information from recipients of employment funding on contractors who have received state or federal contracts in order to conduct an initial review of the companies compliance with state and federal civil rights legislation and regulations.

Monitors contractors and sub-recipients by making regular on-site project visits and conducting annual reviews.

Consults with business and industry, local civil rights organizations, governmental and other civic organizations working in the field of job placement and Equal Employment Opportunity.

Participates in developing the agency Affirmative Action Plan. Ensures implementation and adherence to the Equal Employment Opportunity and Affirmative Action Plan.

Plans, coordinates and administers equal employment opportunity activities.

Investigates complaints of alleged discrimination in hiring or employment practices for the agency.

Serves as liaison with State EEO Officer.

Develops and maintains employment data; prepares reports.

Knowledge, Skills and Abilities

Knowledge of federal and state laws, regulations, and policies governing discriminatory employment practices and equal opportunities.

Knowledge of related agency policies, procedures, and regulations concerning services to various protected groups.

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1 (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

- Knowledge and understanding of minority groups and their socioeconomic problems.
- Knowledge of available community and industrial training resources and programs.
- Knowledge of private and governmental organizations and programs concerned with Equal Employment Opportunities.
- Knowledge of complaint procedures and appeal rights.
- Ability to present ideas clearly and effectively, both orally and in writing.
- Ability to conduct interviews and investigations.
- Ability to secure effective cooperation from colleagues and representatives of labor, industry, educational and religious groups in areas which may be emotional and controversial.
- Ability to appraise situations and personalities and to formulate and recommend solutions to problems in the fields of intergroup relationships.

Minimum Qualifications

- Training:** Graduation from an accredited four-year college or university.
- Substitution:** Experience as described below may be substituted on a year-for-year basis.
- Experience:** One year of full-time or equivalent part-time paid professional or technical experience in Employment Service, counseling or vocational guidance, or labor, industrial, personnel administration or community relations work involving problems of protected group members.
- Substitution:** Graduate study in sociology, psychology, industrial relations, public administration, counseling and guidance, social work or rehabilitation counseling may be substituted for the required experience on a year-for year basis.

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