

**EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2**

**Nature of Work:** Under general supervision, performs full-performance level work conducting in-depth investigations in order to determine a contractor's compliance or non-compliance 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 large state agency. Compiles statistics and prepares various reports. Conducts equal employment opportunity workshops and seminars. Testifies in court proceedings as an expert witness. Performs related work as required.

**Distinguishing Characteristics:** This level is characterized by the performance of a full range of duties relative to the work in the class series. Incumbent has some latitude for independent judgement and may vary work methods and procedures, but usually within prescribed parameters. Work is frequently of some variety and incumbent may set priorities. When this level is used as a coordinator of the EEO/Affirmative Action plan it is distinguished from the EEO Specialist 1 in by the size of the agency. The EEO Specialist 2 level is responsible for a EEO/Affirmative Action Plan in a large state agency.

**Examples of Work**

Schedules and conducts federal contract compliance reviews against the EEO contract provisions. Has the authority to make the determination of compliance or non-compliance following an in-depth investigation.

Monitor lettings and awards to update project logs and assist in cross-checking information regarding contractors and contract amounts.

Prepares various reports for state and federal requirements. Conducts equal employment workshops and seminars. Testifies as an expert witness in related court proceedings. 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.

**EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2 (CONT'D)****Knowledge, Skills and Abilities (cont'd)**

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

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:** Two years 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.

Established: 10/21/93  
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