

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 3

Nature of Work: Under limited supervision, performs advanced level work monitoring and enforcing contractor's compliance with the EEO contract provisions and/or administering the EEO/Affirmative Action Plan for the Cabinet Secretary. Provides technical assistance, negotiates solutions to problems, exchanges information, and evaluates the effectiveness of programs. May supervise and train staff. Performs related work as required.

Distinguishing Characteristics: This level is assigned duties and responsibilities which are difficult, complex and varied, relative to the work in the class series. Work requires the development and adoption of non-standard procedures and has more impact and consequence of error than the full-performance level. Incumbent possesses considerable latitude to accomplish tasks. Serves as lead worker, supervising and training subordinate staff. At this level, coordinates the EEO/Affirmative Action plan for various state agencies in the secretariat.

Examples of Work

Investigates discrimination complaints to determine the validity and establish procedures for correction, if necessary.
Makes hiring referrals and assists contractors in recruiting minority and female employees and trainees by coordinating recruitment efforts.
Meets with corporate officers to assist in developing overall company EEO policy.
Assists the contractor in developing on-the-job training programs.
Meets with union leaders to discuss various programs, such as on-the-job and apprenticeship.
Develops and conducts equal employment workshops and seminars.
Testifies as an expert witness in related court proceedings.
Develops and implements the Affirmative Action Plan for the Secretary.
Monitors and evaluates the Affirmative Action program to assure equal employment opportunity compliance.
Serves as liaison with the State EEO Officer.
May advise management of Equal Employment Opportunity.
May oversee unit staff assignments and train unit staff.

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 3 (CONT'D)**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.
- 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 interview, investigate and negotiate.
- 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:** Three 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.

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