

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Nature of Work: An employee in this class directs the development and implementation of an extensive program for an individual agency or acts as coordinator of programs from the Division of Personnel to insure Equal Employment Opportunity within state service. Incumbent may supervise technical and clerical employees and review the practices of the delivery of services to clients and contract recipients to insure non-discrimination. Work is reviewed by an administrative superior. Performs related work as required.

Examples of Work

- Develops and implements an Affirmative Action Plan designed to eliminate discriminatory practices and ensures Equal Employment Opportunity for a large agency.
- Discusses the goals of Equal Employment Opportunity with agency administrators and managers to develop an awareness of the problems and to resolve problems involving the development of the programs or the implementation of new practices.
- Coordinates actions on federal, state, and departmental provisions concerning Equal Employment Opportunity requirements, and recommends courses of action if program, licensure, or contract requirements are not met.
- Directs the investigation of, or investigates grievances of complaints which allege discrimination.
- Meets with federal, state, department, and civic leaders to discuss Equal Employment Opportunity programs and approaches.
- Determines courses of action to be taken in cases involving discrimination practices.
- Advises management in all aspects of Equal Employment Opportunity.
- Assigns and reviews the work of subordinate employees.
- Completes reports and maintains paperwork.

Knowledge, Skills and Abilities

- Knowledge of civil rights legislation.
- Knowledge of judicial and administrative decisions which affect civil rights programs.
- Knowledge of the practices of and skill in the application of methods of correcting overt and covert racial or sex discrimination.
- Knowledge of and skill in the application of the techniques of discriminatory practices investigation.
- Knowledge of and skill in the application of the principles and practices of supervision.
- Knowledge of the state personnel system.
- Ability to assign and review subordinate's work.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to complete and maintain paperwork.

Ability to communicate effectively, both orally and in writing, with employees and officials of state and federal agencies and the public.

Ability to interact with persons of differing sex or from differing racial, cultural, or ethnic backgrounds.

Ability to cope with tension and hostile situations.

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university.

SUBSTITUTION: Experience in programs or activities dealing with public or employee groups in a responsible problem solving capacity may be substituted on a year-for-year basis.

EXPERIENCE: Four years of progressively responsible professional experience in programs dealing with the public in a problem solving capacity where personal contact is ever present such as social work, guidance, minority groups representative, personnel, or community relations.

SUBSTITUTION: Graduate training in a related field may be substituted for the required experience on a year-for-year basis.

Established: 10/16/91

Effective: 10/16/91