

**CLASS TITLE: ADMINISTRATOR, STATE EQUAL OPPORTUNITY OFFICE  
(DOA – ODEO)**

**Class Code: 02730800  
Pay Grade: 34A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, direct and evaluate the work of a staff engaged in assuring compliance with the requirements of all federal and state laws and regulations regarding equal opportunity; to provide training and technical assistance as is necessary for all state departments to comply with equal opportunity laws and regulations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director of the Office of Diversity, Equity and Opportunity (ODEO) with wide latitude for the exercise of independent judgement; work is reviewed upon completion, through conferences and submitted reports, for results obtained and conformance to statewide policies and objectives, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, directs, coordinates, supervises and evaluates the work of a staff engaged in carrying out a comprehensive Affirmative Action and Equal Opportunity Program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate, organize, evaluate and direct a program designed to assure compliance with the requirements of all federal and state laws and regulations regarding equal opportunity and to work closely with the state and federal agencies concerned with equal opportunity.

To provide training and technical assistance as is necessary for all state departments to comply with equal opportunity laws and regulations.

To coordinate and evaluate the state and departmental Affirmative Action Plans and to recommend changes in order to improve the performance of these plans.

To consult with the various appointing authorities in the state to familiarize them with the aims of the equal opportunity program and to gain their cooperation in attaining these goals.

To prepare reports for the Governor as to the progress and status of the State's Equal Opportunity Program.

To act as an advisor in regard to the screening, examination and hiring of job applicants in order to assure that the process is not discriminatory against anyone because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability.

To participate in the development and implementation of programs for training, education, job redesign, and career counseling to assure opportunities for upward mobility of employees.

To establish contact with women's and minority groups in order to understand the problems facing them in seeking State employment and to work with these groups in solving the problems.

To be responsible for following national and state legislation and interpreting their provisions concerning equal opportunity programs and their enforcement.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, and techniques of equal opportunity work and the ability to apply this knowledge to the problems of realizing equal opportunity in state government; a thorough knowledge of the causes and effects of discriminatory practices against minorities and women; a working knowledge of the federal and state laws and regulations as they relate to equal opportunity; a working knowledge of the state personnel system with regard to hiring, training, and promoting; a working knowledge of the organizational structure of State government; the ability to devise programs designed to assure equal opportunities within state government; the ability to maintain effective

working relationships with officials, workers and with women's and minority groups; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from a college of recognized standing with specialization in Psychology, Sociology, Education, Public Administration, Business Administration, or closely related field; and

Experience: Employment in a responsible supervisory position in a State agency involving responsibility for supervising a staff engaged in a program designed to provide affirmative action and equal opportunity for underrepresented groups.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Editorial Review: March 15, 2003

Class Revised: December 11, 2016

Class Revised: January 5, 2020