

**CLASS TITLE: ASSISTANT ADMINISTRATOR, STATE EQUAL OPPORTUNITY PROGRAMS**

Class Code: 02730500  
Pay Grade: 31A  
EO: A

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, coordinating, organizing and directing programs to assure 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 supervision of a superior with wide latitude for the exercise of independent judgment; work is reviewed for results attained and for conformance to laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and directs the work of professional and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

To plan, coordinate, organize 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, age, national origin or physical or mental handicap.

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:**

**KNOWLEDGES, 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 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: Such as may have been gained through: graduation from a college of recognized standing with specialization in Psychology, Sociology, Education, Public Administration, Business Administration, or closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in a program designed to provide affirmative action and equal opportunity for deprived or minority groups.

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

Editorial Review: 3/15/03

Class Revised: December 11, 2016