

CLASS TITLE: EMPLOYMENT PROGRAM ADMINISTRATOR (DOA - ODEO)

Class Code: 02730501

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration (DOA), Office of Diversity, Equity and Opportunity (ODEO), to assist the Associate Director by initiating short- and long-term projects and programs designed to enhance the effectiveness of the Equal Opportunity (EO) and Diversity in employment programs; to plan, organize, direct and evaluate staff engaged in ensuring compliance with requirements of all federal and state laws, rules and regulations; to evaluate procedures and make recommendations regarding improvements to program performance; to be responsible for developing, implementing, administering and performing duties related to a statewide equal opportunity and diversity program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director, Diversity, Equity & Opportunity with wide latitude for the exercise of independent judgment; work is reviewed upon completion for results obtained and conformance to statewide policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: To plan, organize, direct and evaluate staff engaged in ensuring compliance with requirements of all federal and state laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Administration (DOA), Office of Diversity, Equity and Opportunity (ODEO), to assist the Associate Director by initiating short- and long-term projects and programs designed to enhance the effectiveness of the Equal Opportunity (EO) and Diversity in employment programs.

To plan, organize, direct and evaluate staff engaged in ensuring compliance with requirements of all federal and state laws, rules and regulations.

To evaluate procedures and make recommendations regarding improvements to program performance.

To be responsible for developing, implementing, administering and performing duties related to a statewide equal opportunity and diversity program.

To develop and maintain a statewide EO and Diversity in employment plan.

To assist in the assessment of current programs and populations regarding diversity issues and to utilize those assessments to propose and develop new initiatives.

To assist the Associate Director in the formulation and recommendation of administrative/departmental policy and procedures, in documenting operational policies and procedures, and in providing information and researching questions of legality, propriety, or policy.

To draft and/or review existing laws, proposed legislation, rules and regulations involving ODEO programs and functions and to make recommendations regarding the same.

To evaluate management methods, procedures, programs and functions as to their effectiveness and efficiency in attaining stated objectives, and to suggest future plans and budget allocations based on these evaluations.

To prepare and submit reports to a superior as to the progress and status of the State's Equal Opportunity and Diversity program activities.

To ensure compliance with national and state legislation and the interpretation of their provisions concerning equal opportunity and diversity programs.

To oversee the coordination and evaluation of the state and departmental Affirmative Action Plans and to recommend changes in order to improve the performance of these plans.

To manage a staff involved in the resolution of complaints, internal reviews and allegations of possible discrimination.

To identify problem areas and recommend changes in the procedures of equity and diversity programs to increase effectiveness.

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 assist in driving cultural change in support of the state's efforts to attract and retain diverse talent who are responsive to the state's needs.

To coordinate candidate recruitment and employee retention activities; to encourage the use of bias-free and culture-free methods and practices in the testing, selection and hiring processes.

To assist in the development and coordination of recruitment, selection, and retention efforts and initiatives in order to promote and achieve the state's diversity goals and objectives.

To develop and recommend recruitment strategies and assist with special recruitment efforts directed toward ethnic minorities, women and other underrepresented groups.

To foster partnerships with professionals, various interest groups and organizations to share ideas and develop solutions that promote equity and diversity in employment.

As required, to attend meetings and conferences involving state and local officials, professionals and the public.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the laws, regulations, principles and practices related to affirmative action, nondiscrimination, equal employment opportunity, diversity and public personnel administration; the ability to administer, coordinate and successfully implement an equity and diversity program and plan; a thorough knowledge and understanding of human resource management, including recruitment techniques and strategies; the ability to communicate effectively and to foster and maintain effective working relationships with administrative, professional and paraprofessional staff; the ability to organize and direct the work of professional and technical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from a college of recognized standing with specialization in Human Resources Management, Public Administration, Political Science, Business Administration, or a closely related field; and

Experience: A minimum of three (3) years of employment with responsibility for supervising a staff engaged in a program designed to provide equal opportunity and diversity in employment.

program designed to provide minority business enterprise and supplier diversity in procurement programs.

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

Class Created: January 5, 2020