

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 women and minorities; a working knowledge of the state personnel system with regard to hiring, training, and promoting; a working knowledge of federal and state laws as they relate to equal opportunity; a working knowledge of the organizational structure of state government; the ability to devise programs designed to assure equal opportunity; the ability to maintain effective working relationships with officials, workers and with women 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 a closely related field; or

Experience: Such as may have been gained through: employment in a responsible 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.

Class Created: February 1, 1998

Editorial Review: 3/15/03