

CLASS TITLE: SENIOR EQUAL OPPORTUNITY OFFICER

Class Code: 02730700

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex, technical, analytical, evaluative and liaison work in equal opportunity and affirmative action planning and development in order to assist state agencies and other groups; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for results attained and for conformance to laws, rules and regulations.

SUPERVISION EXERCISED: May supervise clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex, technical, analytical, evaluative and liaison work in equal opportunity and affirmative action planning and development in order to assist state agencies and other groups.

To continuously make contact with the agency's Employee Relations Officer to discuss the goals of equal opportunity and to develop awareness toward affirmative action.

To provide counseling for employees or applicants who believe they have been discriminated against because of race, color, religion, sex, age, national origin, sexual orientation, or handicap and to investigate those complaints as directed.

To act as an advisor to the agency's Equal Opportunity Advisory Committee and assist in the preparation of the Affirmative Action Plan.

To audit Affirmative Action Plans to determine if the equal opportunity goals are being met.

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

To monitor the state's contract compliance program and provide compliance reviews as directed.

To conduct an Exit Interview Program for all employees terminating from state service.

To monitor all grants.

To keep abreast of the agency's handicap accessibility program.

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

To act as an advisor to department directors and other supervisory personnel as to the aims and requirements of the equal opportunity program.

To coordinate the department's efforts with those of other state departments and the federal government.

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 women and minorities; a familiarity with the state personnel system with

regard to hiring training, and promoting; a familiarity with federal and state laws as they relate to equal opportunity; a familiarity with 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; and

Experience: Such as may have been gained through: employment 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 Revised: February 1, 1998

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