

**CLASS TITLE: SENIOR EXTERNAL EQUAL OPPORTUNITY  
COMPLIANCE OFFICER**

**Class Code: 02731300  
Pay Grade: 27A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within departments of state government, to perform complex technical, analytical and evaluative work in programs designed to assured equal opportunity compliance in all aspects of state and federal programs; to prepare an annual external Affirmative Action Plan for the assigned department. To do related work as required.

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

**SUPERVISION EXERCISED:** Supervises and reviews the work of professional and personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within state departments, to perform complex technical, analytical and evaluative work in a program designed to assure equal opportunity in all aspects of a department's state and federal programs.

To conduct investigations of purported Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs), based on third party complaints and requests from the United States Department of Transportation; to conduct reviews of DBE, MBE and WBE applications for certification; to conduct basic financial reviews of payroll records, cash disbursement journals, etc., of contractors; to prepare written technical reports assimilating and analyzing data and to draw appropriate conclusions; to prepare monthly written reports for the compliance section supervisor stating accomplishments to date, identified problems and recommended solutions; to monitor field construction projects of Disadvantaged Business Enterprises, Minority Business Enterprises, and Women Business Enterprises to determine their participation on field projects; to handle new situations and act as quickly as required to resolve field investigation problems; to meet with the appropriate department personnel and gain their cooperation in field investigations; to be responsible for using and maintaining photographic equipment in field service; to assist in the preparation of reports submitted to the Federal Highway Administration and other state or federal entities, to investigate complaints filed by the Department of Transportation employees or assigned agency, concerning violations with the United States Department of Transportation regulations or State regulations, policies and procedures.

To assist in preparation of an annual external Affirmative Action Plan for the department, detailing the steps to be taken to assure equal opportunity compliance.

To recruit women and minority applicants for available job openings and to establish contact with women's and minority groups in order to understand the problems facing them in regard to employment.

To provide counseling for trainees or applicants who believe they have been discriminated against because of race, color, religion, sex, age, national origin or physical or mental handicap and to investigate those complaints.

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

To assist in the coordination of the assigned department's efforts with those of other state departments, with the federal government and with concerned citizens groups.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of external equal opportunity work and the ability to apply this knowledge to the problems of realizing equal opportunity in a state department's state and federal programs; a working knowledge of the causes and effects of discriminatory practices against women and minorities; a working knowledge with federal and state laws as they relate to equal opportunity; a working knowledge with the organizational structure of state government; the ability to devise programs designed to assure equal employment opportunities; the ability to maintain effective working relationships with contractors, officials, workers, and with women's and minority groups; and related capacities.

## **EDUCATION AND EXPERIENCE:**

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

Experience: Such as may have been gained through: considerable employment in a responsible capacity in one of the following fields: counseling persons with problems concerning discrimination, personnel work, federal contract compliance review or a closely related field.

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

Class Revised: November 19, 2000

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