



Equal Employment Opportunity Program Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
035	Exempt	1 – Officials/Administrators	Unrepresented	9	2-13-13	13-011

DEFINITION: Under general direction, develops, recommends, coordinates, and implements the District's Equal Employment Opportunity program to ensure equal employment opportunity; investigates and prevents employment discrimination; and ensures District compliance with federal, state, and local Equal Employment Opportunity (EEO) laws and requirements.

REPORTS TO: The General Manager.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Coordinates and monitors implementation of the District's EEO Plan and Program; and recommends EEO goals and timetables. Develops, updates, and disseminates management procedures, internal guidelines, and related internal communications.
- Identifies, recommends, and implements the EEO plan, as well as program enhancements and adjustments needed to meet and maintain goals, and to eliminate and protect against adverse impact and disparate treatment.
- Monitors, and ensures the validity of the District's selection process, leads and/or participates in job fairs and other employment outreach activities, and facilitates District-wide and organizational unit practices and activities to ensure compliance with EEO requirements.
- Investigates and facilitates the resolution of all internal and external EEO complaints alleging discrimination by the District in hiring, and/or the terms and conditions of employment.
- Analyzes, interprets, and applies EEO directives and guidelines, including court decisions.
- Ensures timely and appropriate response to information requests received in connection with compliance agency investigations of discrimination complaints.
- Compiles and analyzes statistics reflecting workforce and applicant pool composition, the external labor market, and the EEO implications of various policies, practices, and decisions.
- Plans and conducts special studies; and ensures the maintenance and timely updating of EEO files, records, and related data.
- Prepares and presents a variety of written and oral reports with analysis, including both narrative and statistical information. Makes presentations, and conducts and/or facilitates meetings and training sessions.
- Provides information and advice to job applicants and District staff at all levels concerning their rights and responsibilities related to EEO plans, programs, and requirements; as well as EEO problems and complaints.
- Identifies the need for resource materials to keep abreast of EEO trends and requirements, including legislation and court decisions; and acquires and disseminates new information to appropriate District departments and personnel.

This Class Specification is intended to present a descriptive list of the range of representative functions performed by an incumbent in this class but is **not** intended to reflect all duties performed within the job.



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- Recommends and administers the EEO unit budget; and monitors expenditures.
- Supervises subordinate personnel on a continual and ad/hoc basis; assigns and monitors work, evaluates staff performance, and provides for training, including on the job training, as needed.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: The concepts, principles, methods, practices, and tools of EEO administration; EEO legislation, laws, regulations, guidelines, and court decisions, including but not limited to the Equal Pay Act, the Uniform Guidelines on Employee Selection Procedures, applicable civil rights acts and amendments thereto, including but not limited to the federal Civil Rights Act of 1964 (Title VII), federal executive orders 11246 and 11372, the Age Discrimination in Employment Act (ADEA), and the California Fair Employment and Housing Act (FEHA); research and statistical methods including data collection and sampling techniques; employee supervision, motivation, and performance management; current management theory; the principles and practices of modern public administration and human resources management; current office practices; and current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Confer collaboratively with District departments and staff regarding EEO objectives, and effectively promote goals, plans, and related activities; gain and maintain the acceptance, support, and commitment of District departments and staff; plan, organize, monitor, and evaluate the work of assigned staff; develop and administer budgets; read, understand, interpret, and apply contracts, laws, and regulations; identify instances of non-compliance, and provide valid alternatives for resolution, make sound decisions, and recommend appropriate actions; communicate effectively both orally and in writing; develop and make effective presentations; conduct and facilitate meetings and training sessions for District personnel at all levels; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to Bachelor's Degree in Human Resources, Public Administration, Business, Law, or a closely related field. Additional qualifying experience in EEO or other Human Resources functions above the minimum may be considered in lieu of the required education on a year-for-year basis.

Experience: Equivalent to five (5) years of recent and verifiable full-time professional-level experience in an administrative capacity including three (3) years that involved responsibility for program planning and development, interpreting and ensuring compliance with complex laws and guidelines, and responding to complaints and grievances; or related Human Resources functions such as staffing and recruitment, employee relations, classification/compensation, benefits, labor relations and/or training.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to travel to, and attend meetings and events.

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