

DEPUTY DIRECTOR OF EEO

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Equal Employment Opportunity Coordinator the incumbent of this position is responsible for overseeing the day-to-day operations of the Equal Employment Opportunity office as well as for the development, coordination and implementation of the minority recruitment and civil service test readiness programs for Westchester County. This position implements Equal Employment Opportunity goals for recruitment and training and develops and monitors objective criteria to evaluate program progress and effectiveness. Responsibilities include the supervision of office staff and investigators, development of curriculums and administration of educational workshops to help prepare candidates for civil service exams, appointments and career growth, minority recruitment, writing proposals to secure grant funding for workshops, functioning as a liaison to departments, community agencies, EEO Board, etc., and advising the EEO Coordinator and Personnel Officer of any corrective actions needed to meet desired Equal Employment goals within county departments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the day-to-day operations of the Equal Employment Opportunity office and in the development and implementation of EEO policies, goals and objectives;

Meets with department heads and/or representatives to identify minority recruitment needs, assist with the review and development of EEO goals, and ensure they understand their Equal Employment responsibilities;

Conducts field work with recruitment teams, attending job fairs, meeting with staff and supervisors, representatives of various organizations, schools, churches, and interest groups to promote minority recruitment

Plans, develops and conducts educational workshops to educate interested candidates in how to prepare to take civil service examinations;

Produces and tapes public service announcements for distribution to local radio stations and cable TV stations, and participates in radio talk shows designed to promote minority recruitment;

Negotiates and develops contracts for the procurement of test sites and educational workshops, and writes grant proposals to secure funding for program initiatives;

Sets up and conducts follow-up calls to applicants participating in pretest courses to minimize the drop out number of students from classes;

Sets up procedures for administrative reporting, both automated and manual, of program indicators to monitor and analyze information regarding program progress, availability of minority and women candidates in the County's labor markets, and other factors, and prepares other reports as needed;

Assists in the review of Civil Service test results related to titles targeted for minority recruitment;

EXAMPLES OF WORK: (Illustrative Only)

Coordinates activities with the County Personnel Office concerning employment, training and development programs that will equalize employment opportunities for women and minority members;

Coordinates with the County Personnel recruitment unit, examinations unit and departmental recruiters to optimize women's and minority groups' awareness of County employment opportunities through publicity;

Assists the EEO Coordinator in the training of departmental EEO representatives and investigators;

Acts as the administrative liaison to the EEO Board;

May conduct Spanish-language proficiency testing for applicants for Spanish-speaking positions, determining level of proficiency, as needed;

May act of behalf of the EEO Coordinator in his/her absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and techniques of recruitment particularly those used for target minority populations; knowledge of procedures and techniques used for statistical analysis of data; knowledge of the problems of the minorities, women, physically disabled and other protected classes in regard to employment; ability to gather and analyze a variety of information related to Equal Employment Opportunity; ability to establish contacts and maintain good working relationships with people at various organizational levels; ability to communicate clearly, both orally and in writing; good judgment; courtesy; integrity; tact; patience; initiative; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of professional personnel experience involving either personnel administration, manpower development or training, personnel placement and counseling, equal employment, labor relations, or minority recruitment.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.