

EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Human Resources, this is a staff position responsible for the administration of an Affirmative Action Program to ensure the equalization of employment opportunities for qualified job applicants and employees in the Westchester County Service. Major responsibilities are with Department of Human Resources staff and departmental authorities involving the investigation and resolution of employee complaints of discrimination; ongoing liaison with New York State and Federal authorities engaged in the enforcement of Equal Employment Opportunity laws and regulations; and recruitment, selection and employee development activities. Direct supervision may be exercised over professional and clerical personnel. Due to the unique nature of this program, a special staff relationship is maintained by this position with all County management positions including the County Executive as required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates with the County Human Resources Recruitment and Selection Unit, and departmental recruiters to optimize women's and minority groups' awareness of County employment opportunities through publicity;

Coordinates, maintains and administers the County's Affirmative Action Plan which is formulated by the Executive Policy Committee and the Special personnel Staff Committee;

Maintains a working liaison with EEO representatives of the Municipal Service Division of New York State Civil Service Department and other agencies as may be necessary, to meet established compliance standards and to keep abreast of developments in EEO legislation and enforcement generally;

Works with departmental supervisors and bargaining unit representatives to resolve employee discrimination complaints informally and promptly;

Maintains statistical data on the composition of the County workforce in compliance with the Civil Rights Act of 1964 and other appropriate legislation;

Maintains and analyzes data on the availability of minority members and women in the County's labor markets;

Participates actively in the development of EEO program operating policies;

Monitors and participates in the County's EEO Complaint Procedure;

Coordinates activities with the Department of Human Resources concerning employment, training and development programs which will tend to equalize employment opportunities for women and minority members;

Assists departmental managers, supervisors and EEO representatives in understanding their Affirmative Action responsibilities;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops training materials and conducts training sessions on affirmative action, equal employment opportunity policy, anti-harassment and non-discrimination in the workplace and other relevant topics tailored to a department's specific needs;

Makes presentations on diversity to schools, agencies and community groups;

Prepares activity reports, as required;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal and State EEO legislation; thorough knowledge of EEO principles and practices; good knowledge of the problems of the socially and economically disadvantaged; good knowledge of the principles and practices of recruitment, selection of job classification in public employment; good knowledge of investigation techniques and practices; good knowledge of the problems of minorities, women, physically disabled and other protected classes in regard to employment; sensitivity to the problems of the socially and economically disadvantaged; ability to establish and maintain effective working relationships with others, both within the County organization and with other organizations, public and private; ability to supervise and coordinate the work of others; ability to communicate clearly, both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; diplomacy; integrity; diligence; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) seven years of professional experience involving either personnel administration, manpower development or training, personnel placement and counseling, equal employment, labor relations, or minority recruitment; or (b) seven years of experience involving the investigation of claims, complaints, or incidents; or (c) a satisfactory equivalent combination of training and experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a post-graduate degree* in Business or Public Administration, or closely related field, or towards a Law Degree*, may be substituted on a year for year basis for up to four years of the above stated experience.

SUBSTITUTION: A maximum of two years of responsible experience in community organization work dealing with either minority or women's groups may be substituted for an equal amount of the above stated experience.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Non-Competitive
MJP61

Job Class Code: E0251
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