

## PROGRAM ADMINISTRATOR (EEO)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class is responsible for assisting the Director of Affirmative Action in the administration and development of policy, objectives and guidelines for a unified and integrated program of Affirmative Action and Equal Employment Opportunity. This class functions with considerable leeway and the use of independent professional judgment with respect to program goals and policy. Frequent contacts with employees and Department representatives are involved in order to determine compliance with Federal, State and County E.E.O. laws and guidelines. Supervision may be exercised over a small number of professional and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Director in the development of E.E.O. policies, goals and objectives;

May act on behalf of the Director in his absence;

Meets with department heads and/or representatives for the purpose of assisting in the development and review of departmental Affirmative Action Programs;

Monitors and evaluates departmental Affirmative Action Programs to measure progress of programs and compliance with Federal, State and County laws and guidelines;

Conducts formal E.E.O. investigations and prepares a summary of findings to be reviewed by the Director and E.E.O. Advisory Council;

Confers with and assists the Director in rendering decisions on current cases of alleged discrimination;

Meets with and counsels County employees in order to resolve problems and/or complaints during initial stages of the complaint process;

Assists the Director in the development of workshops and in the training of E.E.O. Counselors and Investigators;

Attends E.E.O. Advisory Council meetings for the purpose of reviewing investigatory files;

Prepares, maintains and analyzes data on the County work force in relation to Affirmative Action goals and objectives;

Prepares reports and performs studies as required;

Maintains liaison with minority and women's organizations throughout Westchester County.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and local statutes, rules, regulations, policy and procedures that relate to Equal Employment Opportunity and Affirmative Action; familiarity with problems of minorities, women, physically disabled and other protected classes in regard to employment; ability to gather and analyze a variety of pertinent facts and opinions concerning issues related to Affirmative Action and E.E.O.; ability to communicate effectively with people at all levels; ability to communicate effectively both orally and in writing; ability to follow complex oral and written directions; initiative; good judgment; patience; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) three years experience where the primary function of the position was in human resources, which involved responsibilities for affirmative action, counseling, or interviewing; or (b) four years of experience with responsibility for implementing, planning or coordinating programs designed to further the training and employment opportunities for youth, adults, minorities, women, veterans, the handicapped, and/or older workers.

SUBSTITUTION: A Master's degree\* in Human Resources, Labor Relations or closely related field may be substituted for two years of required experience. A Master's degree\* in Public or Business Administration may be substituted for one year of the required experience.

SUBSTITUTION: Satisfactory completion of an internship in Public Administration in an area of Equal Employment, Affirmative Action, or closely related area may be substituted for an equivalent amount of the required experience.

NOTE: Verifiable volunteer experience in one of the above stated areas may be substituted for each year of paid experience to a maximum of four years.

\*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 Education Department as a post-secondary, degree-granting institution.