

PROGRAM SPECIALIST (E.E.O.)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for providing a full range of technical support in the monitoring and implementation of an active, progressive and effective affirmative action program for Westchester County. Work involves the identification of problem areas; the development of consultative services with supervisory, administrative and managerial level staff in all County Departments to insure the implementation of program goals and objectives; providing counseling to employees requesting guidance when problems occur; investigating allegations of violations of the Civil Rights Act as it relates to employment; monitoring E.E.O. Counselors during investigations; and implementing training programs to accomplish Affirmative Action goals and objectives. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides technical support required for the effective implementation of the Affirmative Action Plan and programs;

Participates in the development and establishment of priorities for program needs, goals and objectives;

Meets with departmental representatives to assist in reconciling complaints or problems;

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

Conducts E.E.O. investigations and prepares a summary of findings to be reviewed by higher level staff and E.E.O. Advisory Council;

Monitors E.E.O. Counselors during investigations;

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

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

Compiles periodic reports to evaluate areas of strength and weakness in the program;

Assists in the preparation of reports required by County and Federal agencies;

Participates in the preparation of an annual report on program's progress;

Prepares, maintains and analyzes data of the area workforce in relation to affirmative action goals;

Assists in the training programs and the revision of training materials for E.E.O. Counselors;

Compiles and analyzes data into report form with recommendations for improvement to meet program goals and objectives;

EXAMPLES OF WORK: (Cont'd)

Conducts meetings and/or consultations with supervisors, administrators and managers to explain Affirmative Action plans and to discuss their implementation;

May conduct special studies relative to employment of minorities, women, physically disabled and all protected classes;

May design and implement data gathering systems and procedures to enable research and analysis of the ethnic and sex make-up of the workforce;

May conduct outreach with the minority and non-minority community to promote participation in program objectives and provide consultation, as needed;

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: Good 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 obtaining 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 follow complex oral and written directions; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgement; patience; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years experience where the primary function of the position was in human resources, which involved responsibilities for affirmative action; or interviewing for the purpose of investigating alleged E.E.O. violations.

SUBSTITUTION: A Master's degree* in Human Resources, Labor Relations or closely related field may be substituted for the 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.

*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.

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

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Job Class Code: C1911
Job Group: X