

STAFF ASSISTANT (E.E.O.)

GENERAL STATEMENT OF DUTIES: Assists the E.E.O. Coordinator in the administration of the Affirmative Action Program for the County of Westchester; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of E.E.O. Coordinator, this class is responsible for assisting the E.E.O. Coordinator in all aspects of the E.E.O. and affirmative action programs including their planning, composition, implementation, administration and revision. Responsibility primarily involves performing necessary research on legal, statistical data, and existing and involving E.E.O. policy in order to assist the E.E.O. Coordinator with decisions, policies and procedures which are in compliance with relevant State and Federal laws and regulations. A necessary function of this position is to oversee the three stages of the complaint process in order to keep the Coordinator uninvolved until the completion of the investigation. Supervision is not a regular responsibility of this class although a staff relationship exist between this class and designated departmental E.E.O. counselors.

EXAMPLES OF WORK: (Illustrative Only)

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

Assists the Coordinator in the preparation of quarterly and annual progress reports;

Recruits and trains E.E.O. counselors and investigators from among the County work force;

Assist in resolving problems that may arise during the initial stages of the complaint procedure;

Acts as liaison between investigators and the E.E.O. Coordinator during the course of the investigations;

Assists in writing of decisions on complaints of discrimination as determined by the E.E.O. Coordinator;

Evaluates statistical data on the composition of County Work force;

Assists in maintaining a roster of prospective employees among women and minorities;

Attends Advisory Council meetings to supply necessary information to members as needed;

Promotes the E.E.O. program by means of articles in house organs, teaching training seminars, speaking at conferences, meeting with community groups;

Assists department heads in the preparation and implementation of their individual departmental affirmative action plan;

EXAMPLES OF WORK: (Illustrative Only)

Performs studies and prepares reports as required;

Assists Coordinator in the compilation, writing, and on-going revisions of the E.E.O. policy manual;

Performs legal research in conjunction with the Law Department and E.E.O. related matters as needed;

Requisitions and maintains material for a source reference library such as: current reports, periodicals and case books related to E.E.O. matters.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of E.E.O. laws and regulations, procedures and policies; good knowledge of the implementation of affirmative action programs; good knowledge in the procedures and techniques necessary in performing research, ability to conduct thorough studies; ability to speak and write in a concise and effective manner; ability to get along effectively with all people; good command of the English language; initiative; tact; good judgment; patience; dependability; diplomacy; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) graduation from a recognized college or university with a Bachelor's Degree* and one year experience in either community work, work with the public, program development, counseling, interviewing, manpower development and training, research, proposal writing, or work in the area of affirmative action; or (b) five years experience as stated in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Two years of verifiable volunteer experience in one of the above stated area may be substituted for one year of paid experience not to exceed four years 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 Department of Education as a post-secondary, degree-granting institution.