



## **EQUAL EMPLOYMENT OPPORTUNITY OFFICER**

Dutchess County Department of Human Resources

Salary: \$69,885 – 85,741

This is an administrative position responsible for developing and administering the County's policies and practices (including those of individual departments and agencies) related to recruitment and employment and ensuring compliance with all federal, state and local EEO legislation as well as NYS Civil Service Rules and County collective bargaining agreements. The incumbent also serves as the County's Chief Diversity and Inclusion Officer who is responsible for the development, coordination and implementation of diversity and inclusion initiatives to further the County's commitment to diversity and inclusion through research, education, and outreach. The position is responsible for identifying any EEO deficiencies and proposing specific remedies. A major responsibility of this position will be the development, monitoring and/or advocacy of the County's Affirmative Action plan, and tracking and analyzing data related to civil service exams and recruitments. Work is performed under the general supervision of the Commissioner of Human Resources with considerable leeway permitted for the exercise of independent judgment in determining work priorities and methods. Supervision may be exercised over one or more subordinate personnel.

**TYPICAL WORK ACTIVITIES:** Prepares demographic and other statistical reports indicating composition of the County's labor force according to race, religion, sex, age and national origin, etc.; interprets EEO guidelines to department heads and discusses with them managerial responsibilities relative to EEO; prepares and maintains the County Affirmative Action Plan and prepares written reports for the Commissioner on a regular basis outlining progress, or lack of progress, in the implementation of the Plan; oversees the preparation and timely submission of the biennial EEO-4 Report to the EEOC; ensures employees are regularly informed of their rights under EEO; receives and investigates complaints of alleged job discrimination and prepares report of findings, including recommendations for addressing violations of any County policies; mediates disputes involving alleged job discrimination; recommends EEO priorities to the County Executive, legislative body, Department of Human Resources and department heads; develops and updates a County recruitment plan to diversify the available applicant pool and broaden participation of veterans, persons with disabilities and members of historically underrepresented groups; represents the County at various meetings, conferences, community job fairs and school career fairs to promote Civil Service employment opportunities; serves as the designee for requests for reasonable accommodation related to the Americans with Disabilities Act (ADA); serves as a member of the County Diversity Committee; coordinates and maintains the County's 55-a Program; develops long-range proposals for continuous and improved equal employment opportunities; does related work as required.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Master's degree AND two years of professional paid work experience involving diversity and inclusion, harassment/discrimination investigations and reporting, training and outreach;
- OR: (B) Bachelor's degree AND four years of professional paid work experience involving diversity and inclusion, harassment/discrimination investigations and reporting, training and outreach;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTES:**

1. You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to [HRExams@DutchessNY.gov](mailto:HRExams@DutchessNY.gov) or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5<sup>th</sup> Floor, Poughkeepsie, NY 12601.
2. Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license to operate a motor vehicle in New York State at time of appointment and to maintain position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before March 30, 2020

to: Dutchess County Department of Human Resources

22 Market Street, Poughkeepsie, NY 12601

Phone: 845-486-2169

Website: [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

An EEO/AA Employer