

## **EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION OFFICER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position serves as the County's 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. 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 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:**

1. Engages with veterans, persons with disabilities and members of historically underrepresented groups to identify barriers to civil service employment;
2. Develops and updates a County recruitment and education plan to diversify the available applicant pool and broaden participation of veterans, persons with disabilities and members of historically underrepresented groups;
3. 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;
4. Leads the County Diversity Committee;
5. Coordinates and maintains the County's 55-a Program;
6. Develops long-range proposals for continuous and improved equal employment opportunities;
7. Interprets EEO guidelines to department heads and discusses with them managerial responsibilities relative to EEO;
8. Receives and investigates complaints of alleged job discrimination and prepares report of findings, including recommendations for addressing violations of any County policies;
9. Mediates disputes involving alleged job discrimination;
10. Recommends EEO priorities to the County Executive, Department of Human Resources and department heads;
11. Represents the County at various meetings, conferences, community job fairs and school career fairs to promote Civil Service employment opportunities;
12. Serves as the designee for requests for reasonable accommodation related to the Americans with Disabilities Act (ADA);
13. Prepares demographic and other statistical reports indicating composition of the County's labor force according to race, religion, sex, age and national origin, etc.
14. Oversees the preparation and timely submission of the biennial EEO-4 Report to the EEOC;

**EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION OFFICER** (Cont'd)

**TYPICAL WORK ACTIVITIES:** (Cont'd)

15. Ensures employees are regularly informed of their rights under EEO;
16. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the legislation, principles, problems and goals of equal employment opportunity; good knowledge of the methods of collecting and interpreting statistical data; good knowledge of the general principles underlying current legislation affecting equal employment opportunity and public employment; good knowledge of the basic principles of New York State Civil Service Law; good knowledge of the County labor contracts; ability to communicate effectively both orally and in writing; ability to establish highly satisfactory working relationships with a broad range of individuals including department heads, employees, union leaders, government officials, minority group members and community leaders; ability to inspire confidence; ability to interpret complex written material particularly State and Federal guidelines; ability to prepare detailed written reports; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position

**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 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).

NOTE: Your degree 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.

PN0201

REVISED:   05/01/78       09/15/95       02/14/2020  
              7/13/2020 (Previously Equal Employment Officer)