

ASSOCIATE EQUAL OPPORTUNITY OFFICER

Definition

Under close supervision, initially in a training capacity, to investigate charges of discrimination, harassment and retaliation; to assist in ensuring compliance with the Reasonable Accommodation policy; to assist in providing equal opportunity training to employees; to participate in developing, and assist in implementing and analyzing an agency's/department's Equal Employment Opportunity Plan (EEO); and to assist in outreach, investigation, and compliance of Disadvantaged Business Enterprise (DBE) program.

Distinguishing Characteristics

The Associate Equal Opportunity Officer is the first professional working level in the Equal Opportunity Officer classification series. Incumbents receive routine, closely supervised assignments in investigations of discrimination, harassment and retaliation, and respond to routine Reasonable Accommodation requests. Supervision will decrease as knowledge and skill are developed. Incumbents assist in providing equal opportunity training to employees, assist with the EEO report preparation, and are exposed to the DBE plan requirements.

The probationary period for Associate Equal Opportunity Officer is one year. It is expected that an incumbent will be able to demonstrate the ability to investigate complaints autonomously with decreased supervision within one year. An incumbent may remain in this classification only during the initial two year training period, and is expected to qualify for and promote to the higher classification of Equal Opportunity Officer, or vacate the position.

The Associate Equal Opportunity Officer is distinguished from the Equal Opportunity Officer in that the Equal Opportunity Officer is the full journey-level classification within the Equal Opportunity Officer series. Typical duties involve analytical work which requires the exercise of considerable judgment and discretion and will perform investigations of discrimination, harassment and retaliation, and process Reasonable Accommodation requests. Incumbents provide equal opportunity training to employees, assist with the EEO report preparation, and assist with the DBE plan requirements.

Typical Tasks

- Investigates complaints of alleged discrimination of limited scope with increasing complexity, including interviewing witnesses and collecting and analyzing relevant documents and evidence;
- Drafts investigative reports with investigative findings and conclusions; Learns to review and complete simple Reasonable Accommodation requests, and works with managers through the Reasonable Accommodation process to ensure timelines are met;
- Assists managers with conducting interactive meetings, and may meet with employees to create a formal record of decision for accommodation;
- Assists in the preparation of statistical reports with analyses and recommendations;

- Provides training or assists senior staff with facilitating training of employees on a variety of EO subjects;
- Assists in the development of outreach strategies for hiring to address under-representation outlined in the EEOP report;
- Assists in the analysis of employment practices and hiring reports, evaluates progress, and recommends actions to accomplish the EEOP;
- Assists in outreach recruitment for employment and the DBE program;
- Assists in identifying potential DBE participation on projects, attends meetings to explain small business goals and requirements to contractors, vendors and consultants;
- Assists in monitoring contracts for compliance;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

Employment Standards

Sufficient education, training and experience that demonstrates the ability to perform the above typical tasks, and possession of the following knowledge and abilities:

Training and Experience Note: The required knowledge and abilities are acquired through training and experience equivalent to the possession of a Bachelor's Degree. Relevant analytical, administrative, lead, supervisory or management experience that includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing can substitute for education on a year-for-year basis.

Specialized Requirements:

When driving on the job, possession of a valid California driver's license prior to appointment and the ability to qualify for and maintain a County driver authorization is required.

Knowledge of:

- Basic personnel practices and procedures;
- Basic principles of organization and administration;
- Concepts related to equal employment opportunity;
- Discrimination problems in employment;
- Legislation, regulations and court decisions related to equal opportunity and local government contractor compliance;
- Outreach methods to attract a targeted population;
- Statistical analysis techniques;
- Common office software applications such as email, word processing, spreadsheets and internet browsers.

Ability to:

- Learn EO principles and terminology;
- Communicate effectively, orally and in writing;

- Interpret, implement and enforce equal opportunity regulations pertaining to employment, contractors and vendors;
- Function effectively and calmly in stressful situations which require a high degree of sensitivity, tact and diplomacy;
- Analyze statistics and statistical reports;
- Gather investigative materials and complete an effective investigation and analysis of data;
- Develop effective working relationships with individuals at all levels in a large, complex organization.

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