

PROGRAM COORDINATOR (EEO)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class is responsible for countywide program coordination of EEO investigations, assisting the Director in the administration and development of policy, objectives and guidelines for a unified and integrated program of Affirmative Action and Equal Employment Opportunity and coordinating countywide compliance training to ensure timely completion. This class functions with considerable leeway and the use of independent professional judgment with respect to program goals and policy. Frequent contacts with employees and Department representatives are involved in order to determine compliance with Federal, State and County E.E.O. laws and guidelines. Supervision is not a requirement of this class, however guiding departmental compliance officers and providing training and assistance to departmental contacts is expected. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the countywide EEO investigatory process in response to complaints and ensures compliance and timeliness;

Conducts comprehensive interviews with alleged harassers, victims and witnesses, collection of physical and electronic evidence;

Reviews departmental position papers, consults with EEO Compliance Officers, as well as union representatives and the County Attorney's Office;

Prepares comprehensive Final Investigative Report to evaluate the findings of the investigation and identify possible violations of EEO Policies that will be the focus of the Director's Final Fact-Finding Determination and Recommendation;

Confers with and assists the Director in rendering decisions and drafting Final Fact-Finding Determinations and Recommendations for current cases of alleged discrimination;

Administers the annual mandatory compliance training for all county employees; reviews vendor content and provides feedback; confirms training content's compliance with state regulations and changes in law; conducts in person training to supplement online program;

Provides technical assistance to county employees in completing the on-line training and clarifies training content for employees.

Assists departmental contacts in tracking completion of training and provides statistical reports on compliance.

Develops and delivers training and counseling of employees as requested by leadership or as identified through investigations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Conducts countywide annual mandatory training of departmental EEO Compliance Officers which includes the county's complaint process as well as an overview of EEO topics and changes in relevant laws or policies;

Advises and trains departmental compliance officers on the preparation of departmental annual Affirmative Action Plans; confers with contacts on how to target recruitment efforts to correct underrepresentation of protected groups;

Meets with department heads and/or departmental representatives for the purpose of assisting in the development and review of departmental Affirmative Action Programs;

Prepares, maintains and analyzes data on the County workforce in relation to Affirmative Action goals and objectives working with the Department of Human Resources and the Department of Information Technology;

Ensures compliance in Federal, State and Local reporting and training requirements related to Equal Employment Opportunity and Affirmative Action such as annual sexual harassment and workplace violence training and the biannual EEO-4 State and Local Government Survey for the EEOC;

Provides recommendations and consultation to departments and employees to reduce or avoid discrimination, explains employee rights and responsibilities including the ADA Reasonable Accommodation Request process;

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

May act on behalf of the Director in the Director's absence;

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

Assists in preparing FOIL responses related to EEO Office;

Develops and conducts Training on EEO topics for New Employee Orientation, Supervisory Training, Correction Department and other departments as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and local statutes, rules, regulations, policy and procedures that relate to Equal Employment Opportunity and Affirmative Action; thorough knowledge of interview techniques and gathering information; thorough knowledge of issues relating to minorities, women, physically disabled and other protected classes in regard to employment; ability to develop and deliver training; ability to gather and analyze a variety of pertinent facts and opinions concerning issues related to Affirmative Action and E.E.O.; ability to evaluate information and make recommendations based on information gathered; ability to gather data and compile reports; ability to communicate effectively with people at all levels; ability to communicate effectively both orally and in writing; ability to follow complex oral and written directions; initiative; good judgment; patience; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years experience involving investigative and reporting procedures related to discriminatory practices, labor or employment law issues, human resources matters or related.

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