

EQUAL OPPORTUNITY SPECIALIST

Job Code	Pay Grade
00188	CL13

Nature of Work

This is entry level technical and semi-professional work coordinating and administering County Equal Employment Opportunity (EEO) and Human Rights programs. An incumbent administers and coordinates efforts to implement equal opportunity laws, rules, regulations and policies in a complex private, public and complex metropolitan area. Employees in this class are responsible for supporting the implementation of equal opportunity policies, rules and regulations. Incumbents participate in administrative training and may explain equal opportunity procedures to citizens and employee groups and individuals. Duties may also include preparing and perfecting complaints of discrimination and other written communications on a wide range of administrative, investigative and compliance activities. Work requires the exercise of considerable judgment in resolving routine situations but complex technical problems are normally referred to a higher level staff with recommended courses of action.

Minimum Qualification Requirements

- 5 years of experience working with equal employment opportunity and/or fair housing discrimination related enforcement programs; or
- Associate's degree with major course work in public or business administration, behavioral or social sciences, personnel or related field and 3 years of clerical, technical or para-professional experience in equal opportunity programs or similar work directly related to equal opportunity programs, personnel administration, employment counseling, contract compliance, social work; or
- Bachelor's degree in field as described above supplemented by formal training workshops or specialized training or certification in equal opportunity in employment and/or housing programs; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to actually demonstrate or be formally fluent in speaking and writing in one or more languages, i.e., Spanish, etc.
- Prior experience performing complaint investigations dealing with employment and/or fair housing matters.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Acquires and analyzes information to evaluate equal opportunity conditions on a wide range of employment, housing and public accommodations related matters.
- Receives information, training and experience to acquire the skills necessary to complete AA/EEO analysis and intake.
- Supports, collects, analyzes and maintains data relative to contract compliance or discrimination complaints from County employees and the public, conducts preliminary interviews, evaluates complaints to determine if jurisdictional requirements have been met and makes referral recommendations.
- Assists efforts of professional staff to provide technical assistance structured training and educational materials on AA/EEO to County staff and the public.
- Assists with mandated federal reporting requirements by analyzing statistical or demographic data.

EQUAL OPPORTUNITY SPECIALIST (continued)

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Illustrative Tasks (continued)

- Receives and preliminarily reviews County departments' hiring recommendations and justifications to ensure minorities, females, veterans and the disabled are properly included on certified eligible registers and given due consideration for employment and promotion.
- May assist in the investigation of basic cases and charges of unlawful discrimination in employment.
- Assists with liaison for AA/EEO matters between County government and contractors in the WorkNet program.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of Federal, State and local laws, rules, regulations, ordinances and guidelines governing human rights issues.
- Knowledge of the principles and practices of public administration and research and report writing techniques.
- Knowledge of interviewing techniques and conflict resolution.
- Knowledge of community services and resources and the ability to establish rapport with other agencies in order to facilitate easy referral of clients.
- Ability to analyze facts, maintain records and prepare reports.
- Ability to apply computer applications and software.
- Ability to prepare operating and statistical tabulations and reports and to make difficult arithmetical computations accurately.
- Ability to develop, organize and maintain records, reports, regulations and documents, conduct research and interpret material.
- Ability to express oneself clearly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified