

## EQUAL OPPORTUNITY COORDINATOR

Job Code	Pay Grade
00190	CL15

### **Nature of Work**

This is specialized work implementing and enforcing county Equal Employment Opportunity (EEO) programs. Employees in this class are responsible for investigating and making recommendations for resolution of complaints of discrimination in employment, housing and public accommodations pursuant to: Chapter 70 of the Pinellas County Codes, Title VII of the 1964 Civil Rights Act as amended, the Federal Fair Housing Act as amended and other applicable federal, state and local civil rights laws. Employees in this class are also responsible for monitoring and developing reports on county departments, independent agencies and constitutional officers compliance with county Affirmative Action (AA) and EEO policies. Duties include investigating charges of unlawful discrimination and counseling employees, employers, housing providers, home seekers, customers and proprietors of places of public accommodations, with emphasis on problem resolution. Incumbent investigates a full range of unlawful activities including but not limited to employment, housing and public accommodations.

### **Minimum Qualification Requirements**

- 6 years of professional experience in equal opportunity programs or investigative legal work, personnel administration, employment counseling, contract compliance, social work or related areas; or
- Associate's degree with major course work in public or business administration, behavioral or social sciences, personnel or related field and 4 years of experience as described above; or
- Bachelor's degree and 2 years experience as described above; 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.)**

- Collects, analyzes and maintains data relative to discrimination complaints from county employees and the public.
- Conducts thorough investigations, evaluates complaints to determine if violations may have occurred, compiles written investigative reports, and makes determination recommendations.
- Provides technical assistance, structured training and educational materials on AA/EEO to county staff, other governmental agencies and the public.
- Investigates employment complaint cases against private employers.
- Investigates housing complaint cases against housing providers.
- Investigates public accommodation complaints against proprietors of places of public accommodations.
- Conducts audits of 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.

## EQUAL OPPORTUNITY COORDINATOR (continued)

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### Illustrative Tasks (continued)

- Performs reviews to evaluate WorkNet contractor AA/EEO programs and problems.
- Investigates charges of unlawful discrimination in employment and serves as liaison for AA/EEO matters between county government and WorkNet contractors.
- Recommends issuance of citations for violations of county ordinances in accordance with the provisions of Section 125.69, Florida Statutes, as amended.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of investigative techniques.
- 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.
- Ability to apply computer applications and software.
- Ability to communicate and work with individuals and groups with diverse backgrounds.
- Ability to deal effectively with all levels of management, functioning as advisor and instructor.
- Ability to develop and present effective, informative educational material to various groups and communicate effectively, verbally and in writing.
- Ability to develop, organize and maintain records, reports, regulations and documents; conduct research and interpret complex material.

For official use only

Revised	EEOC Code	Overtime Code
8/07	Professionals	Classified