

EQUAL OPPORTUNITY COORDINATOR, SENIOR

Job Code	Pay Grade
00192	CL17

Nature of Work

This is specialized professional supervisory work coordinating and administering county Equal Employment Opportunity (EEO) and Human Rights programs pursuant to various county ordinances, federal and state laws. Employees in this class independently coordinate compliance of specific EEO areas and act as liaison between the county and various public and private agencies. Duties involve collecting and analyzing EEO data, and evaluating and supervising investigations of discrimination complaints to determine probable cause.

Minimum Qualification Requirements

- 7 years of professional experience in affirmative action, equal employment opportunity, employment counseling, manpower development, investigative legal work, or related field that includes team leader, supervisory training, or supervision; or
- Associate's degree in public or business administration, behavioral or social sciences, personnel, or related field and 5 years of professional experience as described above; or
- Bachelor's degree and 3 years of professional experience as described above; or
- An equivalent combination of education, training, 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.)

- Interprets ordinances and statutes on EEO and civil rights matters, prepares Affirmative Action (AA) plans and prepares reports.
- Analyzes investigative reports and discrimination complaint information from Equal Opportunity Specialists and makes recommendations for determinations.
- Conducts EEO desk audits of county departments, analyzes departments for EEO compliance.
- Counsels individuals with grievances or complaints, emphasizing problem resolution and answers public and employee inquiries.
- Corresponds with state agencies to gather labor market statistics and provides technical assistance, training and educational information to county departments and the public or private sectors on AA/EEO, ADA, Veterans' Preference, Fair Housing and other human rights matters.
- 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.
- Assigns and reviews work of subordinate personnel.
- Completes performance evaluations plus develops and conducts EEO training programs.
- Develops reports to federal agencies regarding contracts or memorandums of understanding and acts as liaison to federal and state agencies.
- 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.

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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 principles and practices of public administration and research techniques and the ability to develop and maintain reports.
- Ability to apply basic computer applications and software.
- Ability to communicate and work with individuals and groups with diverse backgrounds.
- Ability to effectively deal with all levels of management, functioning as advisor and instructor.
- Ability to analyze data and make judgments of effectiveness or compliance.
- Ability to develop and present effective, informative educational material to various groups and communicate effectively, verbally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
8/07	Professionals	Classified