

## EQUAL OPPORTUNITY OFFICER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0001	Assistant Equal Opportunity Officer	03	630	6 mo.	00/00/00
0002	Equal Opportunity Officer	03	630	12 mo.	00/00/00

### *Promotional Line: 281*

#### Series Narrative

Employees in this series are skilled professionals involved in the development, coordination, issuance, implementation, and monitoring of plans, guidelines, instructions, and procedures to assure a diversified work place through equal-employment opportunities and affirmative action for employees and applicants (such as hiring and promotional procedures for minorities, women, and groups, affirmative action goal-setting procedures, training procedures, and informal complaint procedures). A progression of professional and management responsibilities, essential experience, and knowledge is provided for employee development and promotion within the series, ranging from tasks performed under general supervision to those complicated responsibilities performed under administrative direction or review.

#### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Assistant Equal Opportunity Officer** **0001**

Employees at this level assist with the management of employer affirmative-action programs; are closely identified with the Employer's viewpoints on equal opportunity; and provide specialized support for workforce diversity initiatives. They are responsible for various affirmative-actions programs and may assist with the supervision of affirmative-action offices. Assistant Equal Opportunity Officers function with the independence and authority that has significant impact on the diversity of the workplace.

Assistant Equal Opportunity Officers typically –

1. advise supervisors and managers regarding the implementation of affirmative-action programs, standards, and objectives that create work force diversity
2. assist with long range diversity planning and implementation including policy formulation, coordination, implementation, and analysis
3. prepare publications and reports of a statistical or narrative nature on the progress, achievements, and corrective measures of programs including response letters and maintenance of records on pertinent employment actions related to work force diversity
4. assist with researching workplace diversity data such as the race and sex distribution of various classifications, employees in promotional lines, or turnover statistics.
5. represent the employer at recruitment fairs and public meetings; conduct pre-employment assessment interviews for applicants; and assist with the development and implementation of recruitment, employee diversity training, testing, Supported Employee, Trainee, and Learner programs

6. serve as liaison with local government agencies, community and campus-affiliated interest groups, minority groups, individuals, and other interested parties
7. assist with continuous evaluation of campus programs to assure compliance with local, state, and federal rules, regulations, laws, and orders to include the monitoring and interpreting local, state, and federal legislation and court actions
8. provide testimony or advise during informal and formal complaint proceedings; assist in planning and conducting investigations to gather data concerning complaints of discriminatory practices precluding fair or equal employment, training, or career-advancement opportunities; review findings and recommendations with supervisor, counsel employees, on using procedures for discrimination grievances
9. review employment actions impacting on work force diversity such as position requisitions and proposed professional and academic appointments for employment and promotional opportunities for minorities, females, and other groups
10. counsel employees or applicants and other persons who believe they have been the victims of discrimination
11. assist with the management and evaluation of affirmative-action compliance programs for employees and applicants
12. assist with on-the-job training for staff
13. other duties as assigned

**Level II: Equal Opportunity Officer****0002**

Employees at this level collaborate and assist in the management of affirmative-action initiatives and programs that develop and sustain workforce diversity for all employees and applicants. Typically, they are the primary managerial assistants to the principal of the major academic/administrative unit that provides leadership, and expertise for workplace diversity planning and affirmative actions programs. They may be responsible for the supervision of the employer's affirmative-action office. In-depth knowledge of the employer's organization, programs, procedures, and policies is essential to the performance of duties, and confidence in all relevant matters is accorded.

Equal Opportunity Officers typically –

1. provide guidance and assistance to principals or major administrative or academic units and their administrators on the objectives of governmental agencies concerned with equal-opportunity programs and related aspects of the Employer's policies, affirmative-action programs, standards, and objectives that creates work force diversity
2. formulate, analyze feasibility, recommend, coordinate, and implement equal opportunity policies, issue guidelines, instructions, and procedures
3. recommend, coordinate, and implement long range diversity plans.

4. direct the preparation of statistical and narrative publications and reports concerning the progress of programs, achievements, problems and corrective measures including response letters, research and analyze such statistical data involving diversity studies, work-force diversity analyses, and minority utilization to measure progress towards the achievement of diversity goals
5. evaluate the effectiveness of campus programs to assure compliance with local, state, and federal rules, regulations, laws, and orders to include the monitoring and interpreting local, state, and federal legislation and court actions
6. direct, plan and conduct investigations to resolve complaints of discriminatory practices precluding fair or equal employment, training, or career-advancement opportunities; recommends conciliatory or corrective action to resolve discrimination complaints
7. review or approve all employment announcements, advertisements
8. develop and supervise programs for counseling or counsel employees, applicants, and other persons who believe they been the victims of discrimination; advise employees and principals of major administrative units on the use of grievance procedures or compliant resolution procedures
9. coordinate diversity program elements among administrative and academic units equal-opportunity representatives, committees, governmental and other interested officials, and individuals to assure unity and efficiency of effort and objectives
10. direct, plan, and provide or monitor on-the-job training for support staff
11. perform the duties of Assistant Equal Opportunity Officer as required
12. other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO

**Level I: Assistant Equal Opportunity Officer**

**0001**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

**Minimum Acceptable Qualifications  
Credentials to be Verified**

1. Any combination totaling four years from the following categories:
  - a) work experience in equal opportunity/diversity or closely related occupational area,
  - b) college course work in Social Sciences, Behavioral Sciences, and Business Sciences or related disciplines, as measured by the following conversion table or its proportional equivalent:

- 60 semester hours or Associate's Degree equals one year
- 90 semester hours equals two years
- 120 semester hours or Bachelor's Degree equals three years
- Master Degree equals four years

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of equal opportunity problems encountered by members of minority groups, women, and other groups
2. knowledge of civil rights, affirmative-action, and fair employment practices, laws, and regulations
3. ability to learn and apply a knowledge of campus policies, procedures, and regulations applicable to employees or applicants
4. ability to gain the respect and confidence of persons with different personalities, temperaments, and personal attitudes
5. skill in communicating in both verbal and written forms
6. ability to address groups of persons
7. ability to coordinate and complete several activities simultaneously
8. ability to research and compile data

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#### **Level II: Equal Opportunity Officer**

**0002**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

##### **Minimum Acceptable Qualifications Credentials to be Verified**

1. Any combination totaling six years from the following categories:
  - a) progressively more responsible work experience in equal opportunity/diversity or closely related occupational area
  - b) college course work in Social Sciences, Behavioral Sciences, and Business Sciences or related disciplines, as measured by the following conversion table or its proportional equivalent:
    - 60 semester hours or Associate's Degree equals one year
    - 90 semester hours equals two years
    - 120 semester hours or Bachelor's Degree equals three years
    - Master Degree equals four years

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. attributes listed for entry level employees and
2. supervisory and administrative abilities
3. ability to delegate responsibilities
4. extensive knowledge and experience of equal opportunity problems encountered by members of minority groups, women, and other groups
5. extensive knowledge of civil rights, affirmative-action, and fair employment practices, court decisions, guidelines, laws and regulations
6. ability to learn and apply knowledge of employer's policies, procedures, and regulations applicable to employees or applicants

PROPOSAL