

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
EEO OFFICER

SERIES NO.:
6913

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
09/22/1991

SERIES PURPOSE:

THE PURPOSE OF THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER OCCUPATION IS TO DEVELOP & IMPLEMENT ACTIVITIES TO ASSURE COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION GOVERNMENT REGULATIONS FOR ASSIGNED STATE AGENCY INSTITUTION.

INCUMBENTS DEVELOP & IMPLEMENT EEO & AFFIRMATIVE ACTION PLAN FOR MENTAL HEALTH INSTITUTION OR DEVELOPMENTAL CENTER OR DEPARTMENT, PLAN & WRITE PLAN & WRITE AFFIRMATION ACTION PLAN FOR AGENCY &/OR MONITOR CIVIL RIGHTS COMPLIANCE OF COUNTY AGENCIES, SERVICE PROVIDERS &/OR COMMUNITY AGENCIES, RECEIVING FUNDING FROM STATE AGENCY ON STATEWIDE OR REGIONAL BASIS.

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CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF EEO & AFFIRMATIVE ACTION REGULATIONS & PROCEDURES IN ORDER TO DEVELOP & IMPLEMENT EEO & AFFIRMATIVE ACTION PLAN FOR MENTAL HEALTH INSTITUTION OR DEVELOPMENTAL CENTER OR AGENCY.

CLASS TITLE: EEO OFFICER	CLASS NO.: 69132	BARG. UNITS:
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

DEVELOPS & IMPLEMENTS EEO & AFFIRMATIVE ACTION PLAN ACCORDING TO GOVERNMENT REGULATIONS (E.G., CIVIL RIGHTS ACT, TITLE 6 & 7, GOVERNOR EXECUTIVE ORDER 83-64 & 87-30, FEDERAL EXECUTIVE ORDER 11246, ADMINISTRATIVE RULES 123:1-49-01 THROUGH 46, AGE DISCRIMINATION ACT) FOR MENTAL HEALTH INSTITUTION OR DEVELOPMENTAL CENTER OR DEPARTMENT, DEVELOPS POLICIES & PROCEDURES TO ASSURE COMPLIANCE IN RECRUITING, HIRING & PROMOTIONAL OPPORTUNITIES, MONITORS GOALS & TIME TABLES & UPDATES AFFIRMATIVE ACTION PLAN & EEO MANUAL.

INVESTIGATES EEO COMPLAINTS OF AGENCY EMPLOYEES & ATTEMPTS TO RESOLVE DISCRIMINATION COMPLAINTS THROUGH LIAISON WITH LEGAL COUNSEL & ENFORCEMENT AGENCIES; CONDUCTS ON-SITE REVIEWS & RECOMMENDS CORRECTIVE ACTION TO ENSURE GOVERNMENTAL REGULATIONS ARE OBSERVED; PREPARES REPORTS & RECOMMENDATIONS BASED ON INVESTIGATIONS; PROVIDES EEO TRAINING TO NEW EMPLOYEES & MANAGEMENT PERSONNEL TO KEEP ABREAST OF NEW TRENDS OR LEGISLATION; ADVISES EMPLOYEES WITH DISCRIMINATION CHARGES OR GRIEVANCES.

DEVELOPS & MAINTAINS CONTACTS WITH EMPLOYERS & COMMUNITY ORGANIZATIONS (E.G., URBAN LEAGUE, NAACP, UNIVERSITIES) TO ASSIST IN RECRUITING EMPLOYEES FOR FULFILLMENT OF AFFIRMATIVE ACTION GOALS; PARTICIPATES IN INTERVIEWING & SELECTION OF APPLICANTS TO ENSURE EEO REGULATIONS ARE NOT VIOLATED; PLANS, CONDUCTS & ATTENDS MEETINGS.

MAINTAINS APPLICANT DATA BANK, EEO, INVESTIGATION RECORDS & STATISTICAL DATA; PREPARES PERIODIC REPORTS, SURVEYS, POSITION STATEMENTS & OTHER REQUIRED FORMS FOR AFFIRMATIVE ACTION PROGRAM; POSTS EEO MATERIALS ON BULLETIN BOARD.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF EEO & AFFIRMATIVE ACTION REGULATIONS & PROCEDURES; INTERVIEWING; LABOR RELATIONS; EMPLOYEE TRAINING & DEVELOPMENT*; PERSONNEL, BUSINESS OR PUBLIC ADMINISTRATION. SKILL IN USE OF COMPUTERS; OPERATION OF MOTOR VEHICLE. ABILITY TO DEFINE PROBLEMS, COLLECT INVESTIGATIVE DATA & DRAW TECHNICAL CONCLUSIONS; READ & INTERPRET EEO & AFFIRMATIVE ACTION LAW & AGENCY MANUALS; CALCULATE FRACTIONS, DECIMALS & PERCENTAGES; HANDLE SENSITIVE CONTACTS & INQUIRIES WITH STATE AGENCY EMPLOYEES, COMMUNITY ORGANIZATIONS & MANAGERIAL PERSONNEL; PREPARE REPORTS, SURVEYS & POSITION STATEMENTS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

UNDERGRADUATE CORE COURSEWORK IN PERSONNEL MANAGEMENT, BUSINESS OR PUBLIC ADMINISTRATION TO INCLUDE COURSEWORK IN PERSONNEL MANAGEMENT PRINCIPLES; VALID DRIVER'S LICENSE.

-OR 18 MOS. TRG. OR 18 MOS. EXP. IN INTERVIEWING; 18 MOS. TRG. OR 18 MOS. EXP. IN EEO & AFFIRMATIVE ACTION REGULATIONS & PROCEDURES; 3 MOS. TRG. OR 3 MOS. EXP. IN LABOR RELATIONS; VALID DRIVER'S LICENSE.

-OR ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:
MAY REQUIRE TRAVEL.