

COUNTY OF SOLANO
CLASS SPECIFICATION
EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Effective Date of Revision: 10/01/2020

CLASS SUMMARY:

Under administrative direction of the Director of Human Resources, plan and coordinates activities to ensure compliance with state/federal Equal Employment Opportunity (EEO) laws and County policy(ies). Responsible for investigating and resolving harassment, EEO and discrimination complaints, which includes complaints to the County, federal Equal Employment Opportunity Commission and California Department of Fair Employment and Housing. Prepare a variety of statistical and narrative reports; advise and assist Human Resources and other County departmental staff on EEO matters; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This single-position classification manages the County's Equal Employment Opportunity program and is distinguished from the:

- **Human Resources Analyst (Principal)** which plans, organizes, coordinates and supervises the operations of a unit within the Department of Human Resources (e.g., recruitment, classification).
- **Director of Human Resources** who has the responsibility for the department's human resources management and planning, which includes recruitment and selection, classification and pay, employee relations, risk management, employee benefits, training and EEO compliance.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Human Resources
- May provide general direction to technical or clerical level support staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans and coordinates activities of the Equal Employment Opportunity Program; develops and recommends the implementation of policies and procedures needed to attain Equal Employment Opportunity goals; assists and advises departmental personnel on the development of Equal Employment Opportunity plans; disseminates information on the Equal Employment Opportunity Program to County departments.
- Investigates employee, volunteers and applicants for employment complaints of harassment, discrimination or retaliation; determines if complaints are substantiated and works with complainant and appointing authority toward alleviation of problem or prevention of future problems.
- Responds and coordinates department responses to federal Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, etc.
- Interprets equal employment opportunity requirements of federal and state agencies and their affect on the County's program; acts as liaison with federal/state agencies on equal employment opportunity matters.
- Explains federal, state and County policies and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and the public.
- Administers, organizes, implements, updates and monitors the activities and functions of the Equal Employment Opportunity program; prepares utilization analysis, trends and

data relating to EEO programs; submits required reports to federal, state and other agencies.

- Ensures that County departments' practices are in compliance with all applicable EEO codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; advises Director of Human Resources and other County departments on EEO plans; promotes support of EEO program by all department heads, managers, and supervisors.
- Prepares, completes and submits required federal/state EEO reports, various forms, correspondence, EEO documentation, case files, investigative reports/recommendations, responds to complaints, training materials, or other documents; ensures timely submission of mandates reports to appropriate agencies or individuals; reviews and/or provides responses to complainants or federal/state EEO officials; conciliates disputes when appropriate.
- Trains or supervises training of County personnel in EEO guidelines, laws and programs.
- Analyzes data and identifies trends; summarizes data and prepares reports; conducts research and maintains current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Review laws, legislation, rules, regulations and court decisions; evaluate impact on County rules, policies and practices; recommend alternatives, corrections or remedial actions necessary to maintain an effective EEO program.
- Provide guidance, technical assistance, counseling and training to managers on EEO matters; advice Human Resources and department managers on underutilization and assist in developing plans to actively recruit from underutilized groups.
- Represent the County with federal/state agencies regarding EEO complains, reviews and investigations.
- Provides technical expertise to management and staff; recommends budget for EEO programs and monitors the budget to ensure that expenditures conform to approved funding levels.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college or university with a major preferably in Public Administration, Human Resources, Employment Law or a closely related field.

AND

- **Experience:** Three years of professional personnel experience conducting investigations of allegations of workplace wrongdoing.

Note: Preference will be given to those that have active membership in the California State Bar Association.

LICENSING, CERTIFICATION AND REGISTRAITON REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles of conducting thorough investigations of complaints involving alleged discrimination, harassment and retaliation complaints.
- Principles and procedures of EEO/diversity programs and techniques for fostering diversity within a large complex organization.
- Laws and regulations pertaining to federal Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and reporting requirements.
- Federal, state and local legislation pertaining to EEO programs and practices.
- Principles and methods of recruitment, selection and upward mobility of employees.
- Current principles and practices of public personnel administration.
- Theory and principle and statistics and its practical applications.
- Strategic work plans and program evaluation.
- Use of computers, computer applications and software.
- English grammar, usage and syntax.

Skill and/or Ability to:

- Plan, organize and administer an effective EEO program.
- Investigate discrimination, harassment and retaliation complaints and the resolution of complaints.
- Elicit information and effectively listen.
- Understand, interpret, convey and apply complex legislation/laws, rules, regulations and procedures, and other related information governing employment discrimination and EEO matters.
- Maintain strict confidentiality of information.
- Prepare, analyze and present, clear, detailed accurate policies, procedures, narrative statistical reports, narrative investigative reports and correspondence.
- Make oral presentations.
- Establish and maintain effective working relationships with public officials, department heads and others.
- Collect, interpret and analyze data to identify trends, establish/identify needs, evaluate program effectiveness, draw logical conclusions and make appropriate recommendations.
- Advise and recommend policy and program changes to County management.
- Perform and supervise the collection, interpretation and analysis of data to identify trend, establish/identify needs, evaluate program effectiveness, draw logical conclusions and make appropriate recommendations.
- Prepare and present comprehensive and concise case files, reports and recommendations.
- Testify in court, arbitration or mediation hearings.
- Ensure accurate files and recordkeeping.
- Meet deadlines.
- Work independently and make sound decisions.
- Use computer and applicable software.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. This class requires employees to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class are required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working after regular duty hours during the week and/or on weekends, and thus may be working alone for extended periods of time.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class
- **Independent Travel:** Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Date Approved by the Director of Human Resources: July 31, 2019
- Date Amended by the Director of Human Resources: October 1, 2020
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors: September 10, 2019
- Class Code: 197010