

COUNTY OF SOLANO

EQUAL EMPLOYMENT OPPORTUNITY ANALYST

Rev. 04/01
CSC Exempt

DEFINITION

Under general direction, receives, processes, investigates and resolves equal employment opportunity and affirmative action issues related to the employment of minorities, women and persons with disabilities; assists with coordination of equal employment opportunity and affirmative action activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This single position class is characterized by the responsibility for assisting with the implementation of equal employment opportunity and affirmative action policies and programs throughout the County by assisting the Equal Employment Opportunity Compliance Officer with the investigation and resolution of discrimination complaints. The Equal Employment Opportunity Analyst is distinguished from the Equal Employment Opportunity Compliance Officer by the latter's responsibility for managing the County's Equal Opportunity and Affirmative Action Program.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Conducts statistical analyses of County labor force for EEO/Affirmative Action Program, state and federal EEO reports and investigations conducted by the EEO Compliance Officer utilizing the People Soft Human Resources Information System.
2. Compiles data, analyzes and updates the annual County **EEO/Affirmative Action Program**; prepares required EEO reports for state and **federal** agencies and the Board of Supervisors.
3. Assists the EEO Compliance Officer in responding to EEO complaints and inquiries; answers questions from employees and applicants regarding EEO issues and policies; and resolving complaints through coordination with County departments. Accomplishes these duties as directed by the EEO Compliance Officer.
4. **Coordinates EEO training classes for County employees with EEO training contractor and County Department Training Coordinators. Prepares or assists in the preparation and distribution of a County EEO newsletter and other EEO/Affirmative Action information for County employees and members of the public.**

EXAMPLES OF DUTIES (continued)

5. Researches EEO laws and requirements, including County Civil Service Rules, State and Federal laws relevant to EEO issues and relevant State and Federal court and administrative agency opinions and rulings.
6. Performs outreach to public and private agencies and community organizations concerned with the employment of ethnic minorities, women and persons with disabilities; seeks out potential sources for recruitment of minorities, women and persons with disability for County employment; works closely in cooperation with the Department of Human Resources and other departments in attaining County affirmative action goals
7. Posts amendments to Bureau of National Affairs Fair Employment Practice Cases **publications and related duties as required.**

QUALIFICATION GUIDELINES

A Bachelor's Degree in Social Science, Ethnic Studies or related field; and 1 year professional experience working with a **diverse group of people in the area of equal employment opportunity, affirmative action or closely related field; and experience using a Human Resources Information System, (People Soft preferred).**

Knowledge/abilities

Knowledge of equal employment and affirmative action principles and concepts; laws and regulations affecting public sector employee selection procedures and the employment of class members; methods of determining test validity and reliability; fact finding techniques; public and private agencies and community organizations that are concerned with the employment of disadvantaged groups; EEO laws; techniques to reach protected groups; current trends in the employment of disadvantaged groups; barriers to employment of protected group members; methods for identifying and eliminating discriminatory behavior, including sexual harassment; career counseling practices.

Working knowledge of administrative practices and organizational structure in local government; United States Equal Employment Opportunity Commission guidelines regarding **equal employment and affirmative action**; operating a **Human Resources Information System** to obtain EEO and affirmative action data **and prepare** reports required by state and federal governments; basic math to calculate **the diversity of the County, local area and state labor forces.**

KNOWLEDGE/ABILITIES (continued)

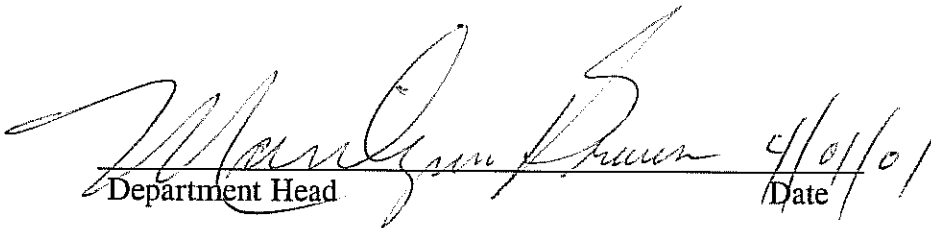
Ability to interact with a **diverse group of people, including** ethnic minorities, women and persons with disabilities; network with public and private organizations; research and expand recruitment sources; research EEO laws and state and federal court and administrative EEO decisions and apply to various situations; Possess **strong public speaking and writing skills.**

SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.



Department Head 4/01/01
Date