

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV24530
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	15
Workers Comp Code:	9410		

Job Code Established:	07/01/77	Effective Date:	07/01/77
Job Code Revised:	02/10/78	Effective Date:	02/10/78
Job Code Abolished:	10/1501	Effective Date:	03/31/01
Job Code Re-activated	08/03/05	Effective Date:	04/01/05

JOB CODE SERIES: Labor Law Investigation and Civil Rights Series

JOB CODE TITLE: EQUAL OPPORTUNITY SPECIALIST I

HRIS TITLE: EQUAL OPPORTUNITY SPCT I

WORK DESCRIPTION: Under immediate supervision, receives training in affirmation action, equal employment opportunity or civil rights program activities; and performs related work as required.

This class serves as the entry level in the series for trainee assignments in which incumbents are gaining the knowledge, abilities and skills necessary to perform journeyman level work in equal opportunity specialist occupations.

WORK ACTIVITIES: As a Trainee in Civil Rights Division (Attorney General's Office): Receives training and assists in the investigation of changes of alleged discrimination in public accommodations, housing and employment; assists in interviewing complainants; learns how to determine jurisdiction and probable cause of discrimination; secures statements, documents and records; assists in the preparation of notices of charges and interrogatories; assists in the review of position statements prepared by employers; participates in the interviewing of witnesses, respondents and others; assists in the preparation of case reports and findings of facts; participates in consultations and negotiations seeking to bring about voluntary compliance with laws; assists in the coordination of activities with the office of Equal Employment Opportunity; participates in training seminars offered to governmental and private employers; gathers information as directed by attorneys for presentation in court or administrative hearings.

As a Trainee in Agency Affirmative Action Program: Receives training and assists in the development, review and analysis of affirmative action plans and programs; assists in the review and evaluation of employment lists, personnel records, organization structures, payroll information and other data in order to determine compliance with affirmative action plans and equal employment opportunity requirements; assists in gathering and analyzing statistical data relative to local minority census vis-à-vis public employment; assists in a variety of recruitment activities designed to locate and attract qualified minority applicants to government service; participates as the liaison with various minorities, handicapped and women's groups in order to enhance outreach activities; assists in the preparation of a variety of reports.

As a Trainee in an Agency Equal Opportunity Program: Receives training and assists in the development, review and analysis of an agency's equal employment opportunity program and/or an agency's equal employment opportunity contract compliance program; assists in the review and evaluation of employment and personnel records, organization structures, payroll information data in order to determine compliance with various laws, executive orders, policies and procedures; assists in gathering and analyzing statistical data relative to local minority census, employment and promotional practices; assists in interviewing and counseling employees on problems that might be based on discriminatory practices; assists in review training provisions of

contracts and assists contractors in conformance to equal employment opportunity provisions; assists in the preparation of a variety of reports

WORK CONDITIONS: The work is generally performed in an office setting, with the occasion to travel to other office locations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: interviewing and information gathering procedures; State and Federal laws applicable to the assignment; the customs, habits and aspirations of social groups, especially minorities and the disadvantaged.

Skill in: gathering information and analyzing data

Ability to: establish and maintain cooperative relations with individuals and organizations contacted; to speak and write effectively.

SPECIAL SELECTION FACTORS: None