

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24531</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRREQOPP</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Labor Law Investigation and Civil Rights Series

**JOB CODE TITLE:** EQUAL OPPORTUNITY SPECIALIST II

**HRIS TITLE:** EQUAL OPPORTUNITY SPCT II

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs work of average difficulty in the review, analysis, investigation and evaluation of matters related to affirmative action, equal employment opportunity or civil rights program activities; and performs related work as required. This class serves as the journeyman level in the series for positions with considerable latitude to plan and organize daily work assignments within established procedures. Equal Opportunity Specialist II's typically spend a substantial portion of the time in such activities as field investigation and fact findings, reviewing records and documents, interviewing and report preparation. They are distinguished from the Equal Opportunity Specialist III which has program and/or supervisory responsibility in an assignment of considerable scope and complexity.

**EXAMPLES OF DUTIES:** As a Specialist-Investigator in the Civil Rights Division (Attorney General's Office): Investigates charges of alleged discrimination in public accommodations, housing and employment; interviews complainants, determines jurisdiction of the case and ascertains if probable cause of discrimination by virtue of race, color, religion, sex or national origin exists; secures statements, documents and records; prepares interrogatories; reviews and analyzes position statements and replies to interrogatories; interviews witnesses, employers and others; prepares case reports and findings of facts; participates in conciliations and negotiations seeking to bring about voluntary compliance with laws; recommends requests for injunctions, restraining orders or other court actions; gathers information as directed by attorneys for use during litigation.

As a Specialist in an Agency Affirmative Action Program: Participates in the development of affirmative action plans and programs for the department; interviews and gathers facts relative to compliance with affirmative action plans; participates in the recruitment of qualified minority and disadvantaged applicants for employment in government services; reviews and evaluates employment lists, personnel records, organization structures, payroll information and other data in order to determine compliance with requirements investigates cases of alleged discrimination in agency employment and promotional practices; maintains liaison with the Equal Employment Opportunity Commission, the Civil Rights Division of the Attorney General's Office and a variety of other groups; prepares or participates in the preparation of responses to interrogatories; recommends the acceptance of predetermination settlements as necessary; provides assistance to agency staff, grantees and subcontractors; develops training materials, procedures and guidelines.

As an Agency Equal Employment Opportunity Specialist: Reviews, analyzes and participates in the development of an agency's equal employment opportunity program and/or an agency's equal employment opportunity contract compliance program; reviews and evaluates employment and personnel records, organization structure, payroll information and other data to determine compliance with various laws, executive orders, policies and procedures; interviews and counsels employees and employers concerning problems that may be based on discriminatory practices; reviews training provisions of contracts; assists contractors and subcontractors in the recruitment and placement of minorities and disadvantaged persons; gathers and analyzes statistical data relative to local minority census, employment and promotional

practices; provides assistance to agency management, grantees and contractors in obtaining conformance to equal employment opportunity provisions; prepares a variety of reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Federal and state civil rights and equal employment opportunity laws; interviewing and information-gathering procedures.

**Skill/Ability to:** establish and maintain cooperative relations with individuals and organizations contacted; speak and write effectively; analyze facts and draw logical conclusions.