

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24532</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>19</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/28/92</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 III

**HRIS TITLE:** EQUAL OPPORTUNITY SPCT III

**CHARACTERISTICS OF THE CLASS:** Under direction, performs work of considerable difficulty in the coordination of an agency's affirmative action, equal employment opportunity and/or equal employment opportunity contract compliance program, and/or supervises a staff of Equal Opportunity Specialists; and performs related work as required. These classes are characterized by positions responsible for program coordination in one of the program areas listed above in an agency with broad scope where full-time resources are devoted to the program activities. An Equal Opportunity Specialist III may supervise a staff of Equal Opportunity Specialists who are responsible for a significant portion of the field reviews and investigations necessary in the operation of the program.

**EXAMPLES OF DUTIES:** Plans coordinates and evaluates an agency's affirmative action, equal employment opportunity, civil rights and/or equal opportunity contract compliance program; may supervise specialists responsible for assisting in program operations and field investigations; reviews field reports and staff recommendations; develops program procedures and guidelines that meet Federal and State requirements; supervises intake, complaint handling and the review of alleged cases of discrimination or unfair employment practices; conducts conciliation conferences with employers, grantees and/or contractors where probable cause of discrimination or noncompliance with contract provisions exists; plans seminars and workshops; develops training materials; confers with employers, contractors, school officials and others concerning the establishment of human relations programs; supervises and participates in development of affirmative action and equal employment opportunity plans; provides technical guidance relative to the interpretation of State and Federal civil rights and equal employment opportunity legislation, rulings, decisions and court precedents; performs administrative work as required in the assignment including budget preparation, personnel and property management; supervises or prepares a variety of management, State and Federal reports; maintains effective working relationships with State and Federal program representatives, employers, contractors and others.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Federal and State civil rights and equal employment opportunity laws, decisions and interpretations; the principles and practices of effective industrial relations and personnel administration; the cultures of minority and disadvantaged groups.

**Skill/Ability to:** organize and coordinate an affirmative action, equal employment opportunity or civil rights program for an agency; analyze facts, interpret laws and regulations and draw logical conclusions; communicate effectively with agency management, governmental officials, employees, contractors and others; communicate verbally and in writing.