

## **EQUAL OPPORTUNITIES SPECIALIST (OFFICE OF EQUAL OPPORTUNITY)**

### **DEFINITION**

Under the general direction of the Director, this position will provide county-wide support for equal opportunity in employment within county government including hiring, retention, promotion and other benefits; provide support to the broader goals of the office and provide back-up services in the areas of outreach and contract compliance; and performs related duties as required.

### **EXAMPLE OF DUTIES**

Review equal opportunity statutory and affirmative action policy compliance; develop, implement and maintain a comprehensive equal opportunity/affirmative action (EO/AA) system to monitor and evaluate employment and service delivery; analyze and interpret EO/AA federal, state and county laws, case law, regulations and policies regarding employment and service delivery; prepare annual, quarterly, monthly status reports for department management regarding EEO/AA programs; establish and maintain liaison with target consumer groups and community-based organizations; implement and maintain a computerized data base system for EO/AA compliance tracking; assist in planning and coordinating multi-cultural sensitivity training for department staff.

### **EMPLOYMENT STANDARDS**

Education and Experience: A bachelor's degree in a human services field, business or personnel administration or related field and three years of any combination of training and experience that demonstrates knowledge of the laws, regulations and administrative practices related to equal opportunities and affirmative action.

Knowledge, Skills and Abilities: Knowledge of equal opportunity and affirmative action laws, regulations, policies and administrative practices; knowledge of personnel practices and rules; knowledge of various statistical methods and principles; possession of oral and written communication skills; ability to organize and analyze information and processes with close attention to detail; ability to present data in a clear and concise manner; ability to develop workable solutions to problems which may involve conflicting positions; ability to utilize personal computer data processing technology; and ability to develop and maintain effective working relationships with a variety of individuals and groups.