

EQUAL OPPORTUNITIES SPECIALIST

DEFINITION

Under the general direction of the Department of Human Services Associate Director for Administration, manages the implementation and compliance monitoring of complex equal opportunity and affirmative action policies with Department of Human Services contracted purchase of service agencies relative to these agencies policies and practices in employment and service delivery; develops processes and administers same to determine the cultural competence of contracted service provider agencies; provides coordination, consultation, and technical assistance to departmental and contracted service provider agency management with respect to equal opportunity statutory and affirmative action policy compliance related to contractor employment and service delivery policies and practices; performs related duties as required.

EXAMPLE OF DUTIES

Reviews purchase of service contracts for equal opportunity statutory and affirmative action policy compliance; develops, implements and maintains a comprehensive equal opportunity/affirmative action (EO/AA) system to monitor and evaluate contractor employment and service delivery; analyzes and interprets EO/AA federal, state and county laws, case law, regulations and policies regarding contractor employment and service delivery; conducts on-site monitoring reviews of service provider agencies as the departmental team leader along with the state to audit EO/AA contract compliance; prepares related reports which may include recommendations for corrective actions; establishes and maintains liaison with target consumer groups and community-based organizations to identify and resolve service delivery concerns; implements and maintains a computerized data base system for EO/AA compliance tracking system to monitor and coordinate the approval process for proposed contracts from potential service providers; provide periodic reports on a scheduled and as requested basis for department management regarding the contract compliance program; maintain a cooperative working relationship with the county's Contract Compliance Officer; serve as Americans with Disabilities Act (ADA) liaison with purchase of service agencies and the county's ADA Project Coordinator; plan and coordinate multi-cultural sensitivity training for contractor agency staff.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in a human services field, business administration or related field and any combination of training and experience that demonstrates knowledge of the laws, regulations and administrative practices related to equal opportunities and affirmative action applied through the administration of contractor agreements or contracts **OR** three years of human services management experience preferably involving purchase of service provider agencies. Knowledge of EO/AA laws, regulations and administrative practices and the human services management experience described above is preferred.

Knowledge and Abilities: Knowledge of equal opportunity and affirmative action laws, regulations, policies and administrative practices related to contract compliance and reviews; knowledge of human services programs; ability to organize and analyze information and processes with close attention to detail; ability to develop workable solutions to problems which may involve conflicting positions; ability to utilize personal computer word data processing technology; ability to develop and maintain effective working relationships with a variety of individuals and groups; ability to communicate effectively in writing and orally including public speaking.