

**EQUAL EMPLOYMENT OPPORTUNITY OFFICER (BUILDINGS)**

**General Statement of Duties and Responsibilities**

Under executive direction of the Commissioner, with great latitude for the exercise of independent judgment or action, develops and implements an Equal Employment Opportunity (EEO) Policy, as well as the Discrimination Complaint Procedure, as required by the Office of Citywide Equal Employment Opportunity; performs related work.

**Examples of Typical Tasks**

Develops and implements the Department's Equal Employment Opportunity (EEO) Policy and Discrimination Complaint Procedure.

Serves as consultant to the Department and its executive staff on EEO policies and diversity initiatives.

Manages the EEO complaint procedure by investigating, resolving and preparing written responses to internal complaints of discrimination on the basis of race, sex, color, creed, national origin, age, disability, marital status, gender, and sexual orientation, and of sexual harassment.

Conducts mediation sessions as a resolution alternative when requested.

Conducts mandatory EEO training for all employees.

Reviews appropriate sources of laws, regulations, and court decisions, making assessments and amendments to Department policy to ensure EEO compliance.

Serves as 55-A Program Coordinator, ensuring non-competitive status designation for employees with certified disabilities.

Serves as the Agency liaison with the Department of Citywide Administrative Services for EEO matters and disability coordination, working with the Mayor's Office for People with Disabilities.

Serves as the Department's Health & Safety Officer and Violence Prevention Coordinator.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (BUILDINGS) (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time responsible experience in one or more of the following areas: personnel administration, law, staff analysis, labor relations, community relations, or a related area, 18 months of which must have been in an administrative, managerial or executive capacity, or supervising personnel performing duties in one or more of the areas described above; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have the 18 months of administrative, managerial, executive or supervisory experience described in “1” above.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.