

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (FINANCE)

General Statement of Duties and Responsibilities

Under executive direction, with wide latitude for the exercise of independent judgment, is responsible for assisting the agency head in implementing all EEO policies, standards and procedures; must be knowledgeable regarding EEO laws, the requirements of the policies, standards, procedures, and how to prevent, investigate and resolve discrimination complaints. This is a management class of positions. All incumbents perform related work.

Examples of Typical Tasks

As the Disability Rights Coordinator, receives requests for accommodations and recommends appropriate action to the agency head regarding EEO related issues.

Provides guidance to the agency head in submitting the agency's annual Diversity and EEO Plan and in preparing and reviewing quarterly reports.

Manages all aspects of EEO operations, including reviewing, analyzing and assigning cases.

Works closely and cooperatively with the agency's General Counsel and the DCAS Office of Citywide Diversity and EEO, and provide guidance and assistance to agency managers, supervisors, and human resource professionals in addressing issues related to equal employment opportunity.

Collaborates with Human Resources, Legal staff and the Chief Diversity Officer to create best practices to enhance workplace morale and identify and develop high potential talent.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (FINANCE) (continued)

Examples of Typical Tasks (continued)

Collaborates with the Training Unit and the Chief Diversity Officer to develop training to educate employees and managers on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting the agency's goals.

Assists in the creation of enforcement strategies with respect to promulgated policies and procedures in these areas and monitoring compliance with policies and procedures.

Prepares reports for the agency and the Department of Citywide Administrative Services (DCAS).

Collects EEO statistics and assist with the development of strategic goals to implement the Department of Finance EEO plan.

Qualification Requirements

1. A master's degree from an accredited college in business or public administration, economics, labor or industrial relations, statistics or a closely related field and two years of satisfactory full time professional experience in labor research and analysis, employee benefit design and benefit program evaluation, compensation analysis, labor economics, economic planning or a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in labor research and analysis, employee benefit design and benefit program evaluation, compensation analysis, labor economics or economic planning; or

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (FINANCE) (continued)

Qualification Requirements (continued)

2. A baccalaureate degree from an accredited college and four years of professional experience, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1” above; or
3. Education and/or experience equivalent to “1” or “2” above. However, all candidates must possess a baccalaureate degree from an accredited college, and must possess the 18 months of executive, managerial, administrative or supervisory experience as described in “1” above.

Direct Lines of Promotion

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