

DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY (ACS)

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, ensures that the Administration for Children's Services remains in compliance with Equal Employment Opportunity (EEO) federal, state and city EEO employment laws. Participates in formulating departmental implementation of the City's EEO policy, standards and procedures, and advises executive staff on highly complex, legal, confidential, and sensitive EEO issues. Oversees and monitors the investigation and review of EEO complaints. Performs related work.

Examples of Typical Tasks

Reports directly to the Commissioner and oversees complex and confidential investigations into allegations and complaints of employment discrimination.

Manage all aspects of EEO operations, including the review, analysis and assignment of cases.

Assist in the development of agency-wide best practices relating to diversity strategies and initiatives in hiring, promotion and staff development and analyze data and statistics.

Participates in the establishment of enforcement strategies with respect to promulgated policies and procedures in these areas and monitors compliance with promulgated policies and procedures.

Oversee the EEO case management and database process including keeping an updated log, by month and year, that tracks each EEO and Reasonable Accommodations (RA) request, including intake date, facts, status of inquiry, close date and disposition.

Advise the Disability Rights Coordinator and manage the RA process.

DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY (ACS) (continued)

Examples of Typical Tasks (continued)

Supervise the EEO Training Coordinator concerning scheduling and training for EEO staff and counselors and ensures that all agency employees receive EEO training.

Prepare monthly, quarterly and annual Department of Citywide Administrative Services' (DCAS) reports.

Collect EEO statistics and examines statistical employment information and department practices and makes recommendations to remove barriers to equal opportunity.

Assist with the development of strategic goals to implement the Administration for Children's Services EEO Plan.

Serves as ACS's designee and official liaison with human rights advisory committees, community action groups and watchdog organizations.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in human rights, intergroup relations, labor or industrial relations, law, or personnel administration, at least 18 months of which must have been in an executive, managerial, consultative, administrative capacity or supervising personnel performing duties in the fields described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, consultative, administrative, or supervisory experience described in "1" above.

Direct Lines of Promotion

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