

DIRECTOR FOR EQUAL EMPLOYMENT OPPORTUNITY (KINGS DA)

General Statement of Duties and Responsibilities

This is a management class of positions. Incumbents perform related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, is responsible for the development and implementation of policy guidelines on equal employment opportunity; monitors and facilitates agencies' administration of this program.

Examples of Typical Tasks

Directs professional staff personnel who assist in coordinating EEO activities by analyzing agencies' annual EEO programs and quarterly reports, in order to improve EEO administrative and operational procedures; reports periodically on the progress of the City's EEO program.

Directs studies and analyses of data and statistics of the agency; prepares required EEO reports and formulates recommendations for revisions of agency policies, operations, procedures, and methods.

Provides technical assistance and makes policy recommendations on the development and implementation of Citywide EEO policies and procedures within the agency.

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, planning, 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.