

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (OTI)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with wide latitude for the exercise of independent judgment, action, and decision-making, ensures that the Office of Technology and Innovation (OTI) remains in compliance with Equal Employment Opportunity (EEO) laws, regulations and the City's EEO Policy. 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. Designs, implements, and assesses diversity and inclusion efforts agency-wide, develops strategies and initiatives specific to diverse workforce planning, fostering and maintaining an inclusive workplace culture, designing diversity and inclusion leadership competencies, equal employment opportunity compliance, and overall measurement of recruitment, and retention practices, and professional advancement; assists Human Resources with creating best practices. Performs related work.

Examples of Typical Tasks

Maintains administrative and managerial responsibility for the operational aspects of the Office of Equal Employment Opportunity. Monitors agency compliance with the City's EEO policy. Examines OTI's statistical employment information and department practices and recommends necessary changes to remove barriers to equal opportunity.

Participates in the development and operation of comprehensive EEO program plans and ensures the dissemination of the City's EEO policy and information on employees' rights and responsibilities to employees.

Receives and processes complaints and requests for reasonable accommodation. Oversees the conduct of research, investigatory interviews and hearings leading toward the satisfactory resolution of EEO complaints regarding discriminatory treatment of employees and applicants.

Develops strategies and initiatives specific to diverse workforce planning. Reviews retention, recruitment and professional advancement practices to create agency goals and initiatives for diversity and inclusion.

Reviews the effectiveness and efficiency of procedures enabling employees and applicants to lodge and pursue complaints of discrimination and requests for reasonable accommodation. Ensures that procedures consistent with the City's EEO Policy are adhered to in bringing cases of discrimination through the department's legal channels for adjudication and in researching and evaluating appropriate accommodations.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (OTI) (continued)

Examples of Typical Tasks (continued)

Assists in planning, developing and conducting EEO and diversity training.

Serves as OTI'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 or 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, administrative, or supervisory experience described in "1" above.

Lines of Promotion

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