

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (DCAS)

General Statement of Duties and Responsibilities

Under executive direction, with wide latitude for the exercise of independent judgment and action, develops and implements agency EEO policies, standards and procedures, as well as discrimination complaint procedures. Oversees and monitors the investigation and review of EEO complaints. Advises executive staff on highly complex, legal, confidential, and sensitive EEO issues. 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; prepares and reviews 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.

Develops 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.

Creates enforcement strategies with respect to promulgated EEO policies and procedures and monitors compliance with policies and procedures.

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

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (DCAS) (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, human rights, community relations, or a related area, 18 months of which must have been in an administrative, managerial, consultative, 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” or “2” above. However, all candidates must possess a baccalaureate degree from an accredited college, and must possess the 18 months of administrative, managerial, consultative, executive, or supervisory experience as described in “1” above.

Direct Lines of Promotion

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