



**Title: EEO Administrator**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to manage the District’s equal employment opportunity program and to ensure compliance with all applicable specifications. This is accomplished by developing and recommending policies, administering the processing of complaints and investigating instances as required, preparing the EEO plan and periodic progress reports, serving as liaison between the District and state and federal agencies, assisting management in the collection and analysis of employment data; training.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Administers complaint processing by researching incidents, interviewing witnesses and respondents, assessing facts and determining applicable law and/or policy violations, developing a report to include all findings and communicating with management and external agencies.	30%
2	S	Manages the development and maintenance of the EEO plan by conducting research into current rules and regulations, case laws, and pending legislation, creating and recommending new and/or modified policies, interpreting employer responsibilities and obligations, obtaining legal guidance as required, analyzing relevant information to compile reports, and advising management.	20%
3	L	Serve as liaison between agencies, federal, state, and local governments, regulatory agencies, women, minority, disabled, veterans, and other community groups. Assist in recruiting underutilized applicants and establish outreach sources. Establish a collaborative, problem-solving perspective with associate staff or community members. Share technical knowledge, resources, goals, and objectives. Support and participate in technical training workshops, seminars, community events, and conferences. Participate in associated outreach activities. Model the appropriate professional behavior and program commitment. Provides information to the public by researching and analyzing laws, developing educational material, presenting findings, and responding to questions.	15%



4	L	<p>Assist management in the collection and analysis of employment data, identify problem areas, set goals and timetables, and develop programs to achieve goals. Identify nature and sources of data. Evaluate, validate, analyze, and interpret data. Isolate and coordinate with management for appropriate action according to program objectives. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness and determine where progress has been made and further action is needed. Assess existing systems. Devise common vehicle for conveying and sharing necessary information. Establish baseline for reporting and communicating achievement. Compare periodic data to baseline for reporting. Report periodically on progress and status of each unit in relation to employment practices and agency goals. Develop unique reports for the District and each individual division and department. Assure that current legal information affecting equal opportunity is disseminated to responsible officials. Develop and submit management reports. Respond to request for information. Develop and provide program-related consultations, briefings, and training. Arrange consultations to share program developments. Other duties as assigned.</p>	15%
5	L	<p>Administer the District's Interactive Process in compliance with Federal and State laws. Ensure every effort is made to provide reasonable accommodation to candidates seeking employment with the District and to current employees requesting accommodation.</p>	10%
6	L	<p>Researches, plans, organize, and conduct diversity and sexual harassment prevention training programs, seminars, and conferences for all District employees. Evaluate, and modify existing and proposed programs; recommends appropriate changes. Conduct follow-up studies of all completed training to evaluate and measure results; modify programs as needed. Coach employees and managers, as needed, to ensure compliance with training initiatives and District policies.</p>	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Labor Relations, Psychology, Sociology or a related field.</p>
	<p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a</p>



	half (1.5) years of experience for each (1) year of education.
Experience	A minimum of five (5) years of experience in Human Resources with direct experience in EEO programs, including investigating complaints, preparing state and federal documentation and conducting EEO training.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budgets and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Research techniques and sources of reference; current employment law, its interpretation, and appropriate applications.</li> <li>• Regulatory and enforcement agency requirements, processes, and guidelines.</li> <li>• Effective verbal and written communication skills.</li> <li>• Effective planning, organization, and management principles.</li> </ul>



- Specific types of employment data to be collected and analyzed.
- Analytical techniques, tools, processes, and standards; methods of communication and collaborative styles and techniques.
- Adult learning, teaching, and presentation techniques.
- Interactive process and reasonable accommodation laws, procedures and practices.
- Data collection systems and purpose, and data interpretation methodologies.
- Database purpose, design, structure, form, and reports required to be filed externally.
- Risk elements and potential consequences and/or implications of sensitive, politically-charged issues.
- Philosophy, needs, goals, and objectives of community groups.
- Effective interpersonal skills, including negotiation, persuasion, and conflict resolution.
- Employment law and theories of discrimination.
- Burdens of proof, remedies, and administrative adjudication procedures.
- Standards of professional written products.
- Current and pending legislation and relevant court decisions.
- Effective counseling and investigative techniques.

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Learn District structure, philosophy, organization, purpose, goals, objectives, jurisdiction, and authority and consistently apply same.</li> <li>• Read and understand complex documents, including laws and policies and consistently apply same.</li> <li>• Learn organizational structure, direction, and management orientation.</li> <li>• Engender trust and credibility with all levels of employees</li> <li>• Display willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.</li> <li>• Prioritize and plan work activities, uses time efficiently and develops realistic action plans.</li> <li>• Communicate clearly and effectively, both orally and in writing.</li> <li>• Understand management and organizational legal responsibilities.</li> <li>• Understand fundamental management principles.</li> <li>• Embrace the principles of equal opportunity, diversity, and continuous improvement, and change.</li> <li>• Deal with organizational conflicts and competence issues.</li> <li>• Develop and maintain an EEO training curriculum.</li> </ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings;
Walking	F	To other departments; around work site
Lifting	F	Files
Carrying	F	Files
Pushing/Pulling	F	File drawers
Reaching	F	For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	F	From computer to telephone
Climbing	R	Step stools
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Shredder and computer and associated hardware and software



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.