

DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY

Y-310
Non-Comp.
JG XIV
DJW/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, organizing and directing the activities of the Division of Equal Employment Opportunity. The incumbent is responsible for the administration of an Affirmative Action Program to ensure the equalization of employment opportunities for qualified job applicants and employees in the Erie County Service regardless of minority status or sex. Work is performed under the general direction of the County Executive and other higher level administrative staff. Supervision is exercised over lower level technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains statistical data on the composition of the County workforce in compliance with the Civil Rights Act of 1964 and other appropriate legislation;
Maintains and analyzes data on the availability of minority members and women in the County's labor markets;
Participates actively in the development of EEO program operating policies;
Consults with the Classification Section of the County Personnel Office concerning employment, training and development programs which will tend to equalize employment opportunities for women and minority members;
Assists departmental managers, supervisors and EEO representatives in understanding their Affirmative Action responsibilities;
Coordinates with the County Personnel recruitment unit, examinations unit and departmental recruiters to optimize women's and minority groups' awareness of County employment opportunities through publicity;
Maintains a working liaison with EEO representatives of the municipal Service Division of the New York State Civil Service Department and other enforcing agencies as may be necessary to meet established compliance standards and to keep abreast of developments in EEO legislation and enforcement generally;
Works with departmental supervisors and bargaining unit representatives to resolve employee discrimination complaints informally and promptly;
Prepares activity reports, as required;
Attends meetings and seminars relating to EEO topics, including minority and women-owned business;
Analyzes and recommends policy with respect to proposed economic development programs and legislation as they relate to minority and women-owned business;
Speaks to various groups in the region about EEO topics, including minority and women-owned business;
Maintains good public relations through contacts with various groups and organizations;
Directs through subordinates the administrative operation of the Department, certifies staff payrolls and submits annual budget to the County Executive for approval.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal and State EEO legislation;
Thorough knowledge of EEO principles and practices;
Good knowledge of the problems of the socially and economically disadvantaged;
Good knowledge of the principles and practices of recruitment, selection and job classification in public employment;
Sensitivity to the problems of the socially and economically disadvantaged;
Ability to establish and maintain effective working relationships with others, both within the County organization and with other organizations, public and private;
Ability to coordinate the work of others;
Ability to write and speak well;
Tact;
Good judgment;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's degree, and four (4) years of experience in a position with primary responsibility for implementation of Equal Employment Opportunity and/or Affirmative Action programs.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements