

MAJOR FUNCTION

This is advanced technical, professional and administrative work assisting the Director-Equity and Workforce Development in developing, implementing and coordinating a variety of Equal Opportunity (EO)/training programs. An employee in this class also conducts case studies and attempts to mediate complaints of discrimination, compiles statistical data for equal opportunity reporting and provides staff support to citizen groups assisting the department in developing, formulating and implementing equal opportunity and training initiatives. Work is performed under administrative direction of the Director-Equity and Workforce Development and requires considerable independent initiative and sound judgment.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts intake of allegations/complaints posed by City employees regarding sensitive issues relative to discrimination and compliance issues (i.e., fair housing and the Americans With Disabilities Act (ADA.) Prepares written reports that may include findings, analysis, conclusions, and recommendations. Reviews workforce trends and personnel actions to measure and analyze the organization's compliance with applicable state and federal laws and regulations. Generates reports to departments recommending corrective action for areas of concern or non-compliance. Conducts research, evaluation, program planning and negotiations to establish, maintain, and present general equal opportunity, and diversity training to the City organization. Develops, administers, and oversees EEO focused departmental programs and initiatives. Attends meetings of the Tallahassee Human Relations Council and provides staff support by conducting research and preparing reports. Serves as a resource for the organization by conducting conciliation/mediation meetings to resolve employee conflicts. Collects and compiles pertinent data and information to compose correspondence, articles, and other technical materials required in the administration of the department and its initiatives. Assists with implementation of the City's training and development program. Performs related work as required.

Other Important Duties

Responds to general inquiries and requests for information from the public and City employees. Assists in compiling the department budget. May serve in the capacity of lead worker in the absence of the Director-Equity and Workforce Development. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of equal opportunity and ADA, fair housing, and other related statutes, laws, regulations, and guidelines. Knowledge of organizational behavior theories and practices. Knowledge of techniques for managing culturally diversified work forces. Knowledge of methods and techniques used to establish and maintain effective work relationships. Ability to plan, develop, and implement programs and activities relative to work force diversity, the disabilities and equal opportunity. Ability to conduct training regarding EO issues and other subject matters. Ability to conduct independent research, evaluate findings and recommend solutions. Ability to prepare written technical reports and recommendations. Ability to address civic organizations or other public and private groups on subjects relative to EO programs and projects. Ability to work with numerous class group members in identifying needs and resolving EO problems tactfully, courteously and efficiently. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective work relationships as necessitated by job requirements. Ability to act in the director's stead by interacting with department and division directors on equal opportunity issues. Skill in the use of

personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, industrial relations, psychology, education, one of the social sciences, or a related field, and four years of professional experience that includes human relations, personnel, affirmative action/equal opportunity programs, training or mediation; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Established: 12-03-90
Revised: 08-18-95
03-01-00
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01-09-09
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