

MAJOR FUNCTIONS

This is responsible, professional, supervisory and administrative work. The Equity and Workforce Development Coordinator provides comprehensive assistance in developing, implementing and monitoring City policies/procedures in all Equity and Workforce Development (EWD) related matters, provides the EWD manager with recommendations on EWD related issues, and serves as acting manager in the absence of the manager. The incumbent is expected to research, develop, administer and oversee EEO focused departmental programs and initiatives. The incumbent is also responsible for coordinating the development, designing, and presenting city-wide workforce development training and related initiatives. The incumbent is expected to work independently in carrying out program responsibilities and varied assignments without detailed instructions. Work is performed with significant discretion and initiative in carrying out division objectives efficiently and effectively under the general discretion of the manager. Work is subject to review by the Manager-Equity and Workforce Development through reports, conferences, feedback from customers and observations of results obtained.

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

Reviews workforce trends and personnel actions to measure and analyze the organization's compliance with applicable state and federal laws and regulations. Prepares a variety of reports for management to include fact-findings and statistical and narrative summaries of activities relating to equal employment issues, and recommends 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. Advises employees regarding equal opportunity and City policies related to prohibited discrimination, harassment, and retaliation. Conducts complaint intake, and reviews available options with employees who have discrimination concerns. Conducts investigations and attempts to mediate complaints of discrimination, compiles statistical data for equal opportunity reporting and provides staff support to citizen groups assisting the division in developing, formulating and implementing equal opportunity and training initiatives. Provides guidance and assistance to managers and supervisors in addressing complex issues that raise equity and discrimination concerns. Facilitates informal intervention and resolution of discrimination and bias concerns. Conducts informal and formal investigations, and issues written determinations. Addresses concerns related to access and accommodation under the Americans with Disability Act (ADA). Advises employees of the City regarding the employment and accessibility provisions of the ADA. Works with employees who request reasonable accommodation to determine eligibility; work with employees and supervisors to identify and implement appropriate reasonable accommodation. Provides guidance and assistance to managers and supervisors who have questions about the ADA. Responds to concerns from the public regarding accessibility issues. Manages the daily operation of all elements related to the research, evaluation, development and delivery of training on a City-wide basis. Develops needs assessment survey tools to determine specific training requirements and needs; evaluates potential training resources both internally and externally; makes recommendations as needed. Provides technical assistance to executives, managers, administrators, and supervisors to meet the training goals and requirements of their staff. Audits the City's practices, policies and procedures relative to training for compliance with applicable guidelines, laws, and regulations. Monitors regulatory and legal changes applicable to training and develops and recommends compliance measures as applicable. Develops and disseminates communication materials as necessary. Prepares budget requests associated with area of responsibility and provides recommendations for expenditure of appropriated funds. Coordinates the work of professional and clerical staff, as needed, in carrying out assigned responsibilities. Recommends the selection, advancement, transfer, grievance resolution, discipline or dismissal of supervised personnel. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Plans, assigns, and reviews the work of clerical and/or professional staff engaged

in general or specialized activities related to administrative functions and services of the department. Performs related work as required.

Other Important Duties

Serves as team leader or team member on ad-hoc department-wide or City-wide project teams as needed. Reviews recent developments, current literature and other sources of information in order to keep all EWD initiatives current. May serve in the capacity of division manager, as needed, in his/her absence. Assists with the general activities, programs and initiatives of the division as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities And Skills

Considerable knowledge of equal opportunity, ADA, fair housing, and other related statutes, laws, regulations, and guidelines. Considerable knowledge of research methods, data collection, and statistical analysis. Knowledge of organizational behavior theories and practices. Knowledge of techniques for managing culturally diversified workforces. Knowledge of methods and techniques used to establish and maintain effective work relationships. Considerable knowledge of various training programs, including industry-wide accepted methods and practices. Knowledge of adult learning theory and methods and practices of training. Ability to plan, develop, and implement programs and activities relative to workforce diversity, disabilities and equal opportunity. Ability to conduct training regarding EEO 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 EWD programs and projects. Ability to work with others identifying needs and resolving EEO 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 manager's absence by interacting with department and division directors on EWD issues. Ability to develop long-term strategic plans. Ability to work independently. Ability to present recommendations effectively, both orally and in writing. Ability to coordinate the efforts of and lead staff as needed to accomplish objectives. Skill in planning and coordinating training activities. Skill in the operation and use of microcomputers and associated databases, software programs and peripherals necessary for successful job performance.

Minimum Training And Experience

Possession of a bachelor's degree in human resource management, public or business 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

Must possess a valid Class E State driver's license at the time of appointment.

Established: 08-26-15