

## **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical staff position in the Department of Administrative Services, Office of Equal Opportunity and Minority Owned and Women Businesses. Under the supervision of the Commissioner of Administrative Services, the incumbent in this position is responsible for all phases of enforcing and monitoring federal, state and local policies and procedures that relate to ensuring nondiscrimination. The incumbent in this position would also assist in various initiatives that promote equal opportunity in employment, in the City of Albany. This position may entail training on a variety of topics and investigating complaints of discrimination.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Investigates employment practices or alleged violations or laws to document and correct discriminatory factors;
- Interviews persons involved in equal opportunity complaints to verify case information;
- Studies equal opportunity complaints to clarify issues;
- Interprets civil rights laws and equal opportunity regulations for individuals or employers;
- Prepares reports related to investigations of equal opportunity complaints;
- Acts as staff and provides technical assistance to the City of Albany Commission on Human Rights;
- Assists in the preparation of periodic reports for federal, state and local agencies;
- Provides information, technical assistance, or training to supervisors, managers, or employees on topics such as employee supervision, hiring, grievance procedures or staff development;
- Collects data and prepares reports on the City's EEO 4 Report and the annual report to the Mayor and Common Council using an automated information system and makes recommendations on ways to enhance participation;
- Prepares reports of selection, survey or other statistics and recommendations for corrective action;
- Provides training on issues such as sexual harassment, diversity, and other areas;
- Investigates complaints related to discrimination of all types;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of federal and state mandates and laws relating to equal employment opportunity in the public sector in New York State;
- Working knowledge or procedures used in collecting and interpreting statistical and demographic data related to equal opportunity employment;
- Ability to establish amiable relations with persons from a variety of fields and with a broad range of socio-economic backgrounds;

- Ability to understand and interpret complex written material including, but not limited to, laws and regulations relating to and Federal Labor Law;
- Ability to make arithmetic computations accurately;
- Ability to understand complex oral and written instructions;
- Ability to establish and maintain good working relations with others;
- Sensitivity to the problems of minorities and protected classes related to diversity and equal employment opportunity;
- Ability to keep records and prepare reports;
- Familiarity with personal computers, specifically word processing, database management, spreadsheets;
- Project management skills

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree (or higher) in social services, one of the social sciences, business administration, human resources, labor relations or a closely related field and three (3) years of experience in equal employment opportunity, human rights, or investigations;
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in social services, one of the social sciences, business administration, human resources, labor relations or a closely related field and five (5) years of experience in equal employment opportunity, human rights, or investigations; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience equal employment opportunity, human rights, or investigations; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

**NOTE:** Graduation from a regionally accredited or New York State registered law school with a Juris Doctor (J.D.) Degree may be substituted for one year of qualifying experience.

Revised: 9/21/88  
 10/6/00  
 5/23/01  
 1/26/05  
 12/20/17  
 4/28/2022