

## **HUMAN RIGHTS OFFICER / EEO**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and professional position with responsibility for developing and administering the County's policies and practices related to recruitment and employment for all departments in the County. All policies and practices must be in compliance with all federal, state and County equal employment opportunity legislation and in addition, must conform with all NYS Civil Service law and rules and County labor contract agreements. This position is expected to identify EEO deficiencies and propose specific remedies. A major responsibility of this position will be the development, monitoring and/or advocacy of the County's Affirmative Action plan. In addition, this position will act as a resource to the general County population in the identification and prevention of discrimination and the protection of the rights of the individual. Work is performed under the general supervision of the Commissioner of Human Resources with considerable leeway permitted for the exercise of independent judgment. Supervision may be exercised over subordinate staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Oversees the recruitment process for the County and develops sources of recruitment to establish a diverse candidate pool; maintains data bases for difficult to recruit for highly specialized positions and of candidates from affected classes and other targeted populations;
2. Prepares narrative and demographical reports such as the Affirmative Action Plan and EEOC -4 report, indicating composition of the County's current labor force and the recommended goals and methodology which will be utilized to obtain a diverse workforce;
3. Meet with managerial and supervisory staff in the County to increase opportunities for diversity recruitment, retention, and promotion in the workforce;
4. Provides community education programs designed to increase an individual's understanding of their human rights under the law and to promote good will among the inhabitants of the community;
5. Regularly informs employees and the general population of the rights provided under EEO and human rights legislation;
6. Receives and investigates complaints of alleged job discrimination and workplace violence within the County workforce and recommends resolution through training, disciplinary review, etc.
7. Identifies alleged disputes involving human rights discrimination and refers public to appropriate support and/or advocacy agency;
8. Acts as liaison in EEO matters involving the municipality and community groups or other governmental agencies;
9. Develop long-range proposals for continuous and improved equal employment opportunities;

**HUMAN RIGHTS OFFICER / EEO (Cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES;**

Thorough knowledge of the legislation, principles problems and goals of equal employment opportunity; thorough knowledge of human rights legislation, principles and practices; good knowledge of the methods of collecting and interpreting statistical data; ; good knowledge of the basic principles of New York State Civil Service Law; good knowledge of the County labor contracts; ability to communicate effectively both orally and in writing; ability to establish highly satisfactory working relationships with a broad range of individuals including department heads, employees, union leaders, government officials, minority group members and community leaders; ability to interpret complex written material particularly State and Federal legislation and guidelines; ability to prepare detailed written reports; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)       Graduation from a regionally accredited New York State recognized college or university with a Bachelor's degree AND one year of professional paid work experience administering an equal employment opportunity, affirmative action program, or in public personnel administration;
- OR:             (B)       Graduation from a regionally accredited university with a Bachelor's degree AND three years' professional paid work experience in an administrative position in human services, community action, public administration, or a closely related field;
- OR:             (C)       An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: A Master's degree or credits toward a Master's degree in Public Administration, Personnel Administration or a closely related field may be substituted for a maximum of one year of experience listed in either B or C above (30 credits being equivalent to a year). .

REVISED:      05/01/78  
                  09/15/95           10/29/14