



## **Equal Opportunity Specialist**

**Category:** Classified  
**Pay Grade:** C20  
**Job Code:** 00188

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs entry level technical and semi-professional work coordinating and administering County Equal Employment Opportunity (EEO) and Human Rights programs; administers and coordinates efforts to implement equal opportunity laws, rules, regulations, and policies in a complex private, public, and complex metropolitan area; supports the implementation of equal opportunity policies, rules, and regulations; participates in administrative training and may explain equal opportunity procedures to citizens and employee groups and individuals; may also prepare and perfect complaints of discrimination and other written communications on a wide range of administrative, investigative, and compliance activities.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Acquires and analyzes information to evaluate equal opportunity conditions on a wide range of employment, housing, and public accommodations related matters;
- Receives information, training, and experience to acquire the skills necessary to complete AA/EEO analysis and intake;
- Supports, collects, analyzes, and maintains data relative to contract compliance or discrimination complaints from County employees and the public, conducts preliminary interviews, evaluates complaints to determine if jurisdictional requirements have been met, and makes referral recommendations;
- Assists efforts of professional staff to provide technical assistance structured training and educational materials on AA/EEO to County staff and the public;
- Assists with mandated federal reporting requirements by analyzing statistical or demographic data;
- Receives and preliminarily reviews County departments' hiring recommendations and justifications to ensure minorities, females, veterans, and the disabled are properly included on certified eligible registers and given due consideration for employment and promotion;
- May assist in the investigation of basic cases and charges of unlawful discrimination in employment;
- Assists with liaison for AA/EEO matters between County government and contractors;
- Administers the County's Wage Theft Program; a
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of experience working with equal employment opportunity and/or fair housing discrimination related enforcement programs; or an Associate's degree with major course work in public or business administration, behavioral or social sciences, personnel, or related field and three (3) years of clerical, technical, or para-professional experience in equal opportunity programs or similar work directly related to equal opportunity programs, personnel administration, employment counseling, contract compliance, social work; or a Bachelor's degree in field as described above supplemented by formal training workshops or specialized training or certification in equal opportunity employment and/or housing programs; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to actually demonstrate or be formally fluent in speaking and writing in one or more languages, i.e., Spanish, etc.
- Prior experience performing complaint investigations dealing with employment and/or fair housing matters.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of federal, state, and local laws, rules, regulations, ordinances, and guidelines governing human rights issues;
- Knowledge of the principles and practices of public administration and research and report writing techniques;
- Knowledge of interviewing techniques and conflict resolution;
- Knowledge of community services and resources and the ability to establish rapport with other agencies in order to facilitate easy referral of clients;
- Ability to analyze facts, maintain records, and prepare reports;
- Ability to apply computer applications and software;
- Ability to prepare operating and statistical tabulations and reports and to make difficult arithmetical computations accurately;
- Ability to develop, organize, and maintain records, reports, regulations, and documents, conduct research, and interpret material;
- Ability to express oneself clearly and concisely, orally and in writing.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment where errors can lead to significant physical or mental consequences for self or others.