



Equal Opportunity Coordinator 1

Category: Classified
Pay Grade: C22
Job Code: 00190

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 specialized work implementing and enforcing county Equal Employment Opportunity (EEO) programs; investigates and makes recommendations for resolution of complaints of discrimination in employment, housing, and public accommodations pursuant to: Chapter 70 of the Pinellas County Codes, Title VII of the 1964 Civil Rights Act as amended, the Federal Fair Housing Act as amended, and other applicable federal, state, and local civil rights laws; monitors and develops reports on County departments, independent agencies, and constitutional officers compliance with County Affirmative Action (AA) and EEO policies; investigates charges of unlawful discrimination and counseling employees, employers, housing providers, home seekers, customers, and proprietors of places of public accommodations, with emphasis on problem resolution; investigates a full range of unlawful activities including but not limited to employment, housing, and public accommodations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Collects, analyzes, and maintains data relative to discrimination complaints from County employees and the public;
- Conducts thorough investigations, evaluates complaints to determine if violations may have occurred, compiles written investigative reports, and makes determination recommendations;
- Provides technical assistance, structured training, and educational materials on AA/EEO to County staff, other governmental agencies, and the public;
- Investigates employment complaint cases against private employers;
- Investigates housing complaint cases against housing providers;
- Investigates public accommodation complaints against proprietors of places of public accommodations;
- Conducts audits of 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;
- Performs reviews to evaluate WorkNet contractor AA/EEO programs and problems;
- Investigates charges of unlawful discrimination in employment and serves as liaison for AA/EEO matters between county government and WorkNet contractors;
- Recommends issuance of citations for violations of County ordinances in accordance with the provisions of Section 125.69, Florida Statutes, as amended;
- Assists in monitoring the TTD line for callers in need of accommodations to access court hearings and directs requests accordingly;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of professional experience in equal opportunity programs or investigative legal work, personnel administration, employment counseling, contract compliance, social work, or related areas; or an Associate's

degree with major course work in public or business administration, behavioral or social sciences, personnel, or related field and four (4) years of experience as described above; or a Bachelor's degree and two (2) years of experience as described above; 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 investigative techniques;
- 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;
- Ability to apply computer applications and software;
- Ability to communicate and work with individuals and groups with diverse backgrounds;
- Ability to deal effectively with all levels of management, functioning as advisor and instructor;
- Ability to develop and present effective, informative educational material to various groups and communicate effectively, verbally and in writing;
- Ability to develop, organize, and maintain records, reports, regulations, and documents, conduct research, and interpret complex material.

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:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 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 a relatively safe, secure, and stable work environment.