



## **Equal Opportunity Coordinator 2**

**Category:** Classified  
**Pay Grade:** C25  
**Job Code:** 00192

*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 professional supervisory work coordinating and administering county Equal Employment Opportunity (EEO) and Human Rights programs pursuant to various County ordinances, federal, and state laws; coordinates compliance of specific EEO areas and acts as liaison between the County and various public and private agencies; collects and analyzes EEO data; evaluates and supervises investigations of discrimination complaints to determine probable cause.

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

- Interprets ordinances and statutes on EEO and civil rights matters, prepares Affirmative Action (AA) plans, and prepares reports;
- Analyzes investigative reports and discrimination complaint information from Equal Opportunity Specialists and makes recommendations for determinations;
- Conducts EEO desk audits of County departments and analyzes departments for EEO compliance;
- Counsels individuals with grievances or complaints, emphasizing problem resolution, and answers public and employee inquiries;
- Corresponds with state agencies to gather labor market statistics and provides technical assistance, training, and educational information to County departments and the public or private sectors on AA/EEO, ADA, Veterans' Preference, Fair Housing, and other human rights matters;
- Performs reviews to evaluate 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 contractors;
- Assigns and reviews work of subordinate personnel;
- Completes performance evaluations plus develops and conducts EEO training programs;
- Develops reports to federal agencies regarding contracts or memorandums of understanding and acts as liaison to federal and state agencies;
- Recommends issuance of citations for violations of County ordinances in accordance with the provisions of Section 125.69, Florida Statutes, as amended;
- Conducts training and public outreach;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Seven (7) years of professional experience in affirmative action, equal employment opportunity, employment counseling, manpower development, investigative legal work, or related field that includes team leader, supervisory training, or supervision; or an Associate's degree in public or business administration, behavioral or social sciences, personnel, or related field and five (5) years of professional experience as described above; or a Bachelor's degree and three (3) years of professional 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 principles and practices of public administration and research techniques and the ability to develop and maintain reports;
- Ability to apply basic computer applications and software;
- Ability to communicate and work with individuals and groups with diverse backgrounds;
- Ability to effectively deal with all levels of management, functioning as advisor and instructor;
- Ability to analyze data and make judgments of effectiveness or compliance;
- Ability to develop and present effective, informative educational material to various groups and communicate effectively, verbally and in writing.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- 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.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.