

EEO COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for professional duties to plan, coordinate, and conduct analytical work related to the Equal Employment Opportunity (EEO) compliance program and City, State and Federal labor compliance standards and regulations. Work involves planning, developing and monitoring implementation of programs, procedures, and policies to ensure EEO compliance for the City of Albany. The incumbent provides guidance to City departments in establishing and attaining goals and objectives of the EEO compliance program. Duties are performed under the direction of the EEO Compliance Officer with latitude given to exercise independent judgment in carrying out details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements and maintains EEO and Employee Relations tracking logs and record management for employee and manager complaints and concerns;
- Develops and coordinates a Diversity, Equity & Inclusion Professional Development & Training Program to ensure compliance with the City's Equity Agenda.
- As a member of the Administrative Services staff; provides assistance to the Commission on Human Rights in regards to measuring and monitoring the Equity Agenda, including administrative assistance with the Equity Agenda Report, communications, events, trends and outcome tracking.
- Serves as a resource to supervisors and employees with employee relations issues and serves as a point of contact for those seeking information or considering reporting allegations of harassment, discrimination, or misconduct.
- Participates in and supports employee recruitment and other promotional efforts designed to increase awareness of and interest in City of Albany employment;
- Assists in the receipt, investigation and resolution of complaints alleging violation of Anti-Harassment, Non-Discrimination and Workplace Violence Prevention Program policies in accordance with federal, state and local laws pertaining to Equal Employment Opportunity;
- Establishes and maintains listing of local agencies, and contracts with traditional service to individuals from protected classes, and identities that have been under-represented in the workforce;
- Participates in internal and external meetings to clarify and discuss issues related to EEO compliance, contract compliance, employee relations, or employee recruitment outreach programs;
- Collects data and prepares reports and correspondence;
- Advises and counsels management and staff on concerns and complaints received;
- Conducts internal and external training workshops to convey changes in regulations;
- Assists, coordinates and directs other activities, events and programs as assigned by the EEO Compliance Officer;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of the City's EEO and Workplace Violence Prevention programs;
- General knowledge of Labor Laws regarding compliance;

- General knowledge of methods and procedures used in Diversity, Equity & Inclusion Programming;
- General knowledge of working within a unionized workforce;
- General knowledge of the activities, organization and practices of groups engaged in efforts to support diversity, equity & inclusion related to EEO;
- General knowledge of procedures used in collecting and interpreting statistical and demographic data;
- General knowledge of the principles and organization of administration;
- Working knowledge of personal computers and office equipment;
- Ability to travel to offsite locations within a reasonable timeframe;
- Ability to keep records and prepare reports;
- Ability to relate to the barriers encountered by minorities and other protected classes regarding fairness, equal opportunity and affirmative action;
- Ability to evaluate internal procedures;
- Ability to exercise independent judgement;
- Ability to maintain accurate records;
- Ability to prepare reports;
- Ability to understand and follow oral and written instructions;
- Ability to effectively express ideas orally and in writing;
- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree (or higher) and one (1) year of experience in the area of equal employment opportunity compliance, program compliance, contract compliance, construction supervision, contract review, affirmative action, minority and women business enterprises, human resources, or economic development initiatives; **OR**
- B. Possession of an Associate's Degree and three (3) years of experience as outlined in (A) above; **OR**
- C. Graduation from high school and five (5) years of experience as outlined in (A) above; **OR**
- D. Any equivalent combination of training and experience as outlined by the limits of (A), (B) and (C) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You

must pay the required evaluation fee.

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