

## COUNTY OF SOLANO

### EEO COMPLIANCE OFFICER

Rev. 12/05

#### **DEFINITION**

Directs and coordinates activities to ensure that Solano County Government does not violate state/federal Equal Employment Opportunity (EEO) laws; ensures that good faith efforts are made to hire/promote ethnic minorities, women, and persons with disabilities into various job classifications and oversees equal access to employment and services. Coordinates and Administers Countywide efforts to ensure compliance with the Americans with Disabilities Act (ADA); interprets laws and facilitates implementation for program and facilities access and accommodation in employment processes and job responsibilities.

#### **CLASS CHARACTERISTICS**

This is a single-position class characterized by the responsibility for equal employment opportunity, affirmative action, and enforcement of ADA requirements in terms of physical access and of accommodation. The incumbent recommends rules, regulations, guidelines, and procedures designed to eliminate discriminatory practices and improve the County's affirmative action programs. Incumbent advises department heads of their equal employment opportunity, affirmative action and ADA regulated responsibilities, and investigates and resolves discrimination complaints. This position requires a high degree of judgment, discretion and the ability to work effectively with County employees, members of the public and community groups concerned with equal employment opportunity, affirmative action, diversity, access and accommodation.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Human Resources.

May provide supervision to professional and clerical staff.

#### **EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Receives and investigates complaints of employment discrimination by employees and applicants; responds to Equal Employment Opportunity (EEO) complaints filed by employees and applicants with state/federal EEO enforcement agencies; prepares EEO case files; investigates complaints, determine whether proper policies and procedures have been followed and/or whether discrimination has occurred, and provides responses to complainants or state/federal EEO officials; conciliates disputes when appropriate.

Prepares and monitors the County Equal Employment Opportunity/Affirmative Action Program; prepares EEO/AA Program utilization analyses, goals, timetables, trends, and statistical data; submits annual EEO/AA Program reports to Board of Supervisors for approval; transmits changes to

EEO/AA Program to all County hiring authorities and unions; transmits other EEO materials to County employees.

Organizes, develops and implements policies for compliance with the Americans with Disabilities Act and Fair Employment and Housing Act (FEHA), reviews and analyzes employee requests for job accommodations and determines whether employees meet the qualifications under the law; facilitates reasonable accommodation as appropriate.

Manages a caseload of ADA accommodation requests and coordinates these cases with worker's compensation claims; works closely with legal counsel and senior management to resolve issues pertaining to Title I and II of the ADA; develops, manages, and implements the County-wide self evaluation and transition plan for ADA, surveys facilities, programs and services to determine public accessibility and to identify potential exposure to ADA and liability claims.

Investigates claims of facilities that deter access by the disabled; interviews claimants, documents complaints, confers with facilities representatives to determine possible actions for mitigation; surveys facilities, programs and services to identify potential exposure to claims.

Advises County departments on proper hiring and promotional processes; educates department heads on prevention of discrimination and good management practices; promotes support of EEO/AA Program by all department heads, managers, and supervisor.

Prepares required state/federal EEO reports; ensures timely submission of mandated reports to appropriate agencies or individuals.

Provides EEO training for County employees in sexual harassment, diversity training, and related topics; notifies departmental training coordinators of upcoming training classes; conducts class registration; prepares training materials for classes.

Trains department EEO representatives to receive and investigate department complaints of employment discrimination as part of the internal EEO complaint process.

Organizes and advises the County's EEO Committee; completes or coordinates committee projects; conducts elections of employee representatives to EEO Committee.

Conducts EEO studies of County employment practices as needed.

Reviews the Solano County Department of Health & Social Services monthly newsletter directed to the welfare of work recipients.

Makes EEO presentations before students in local community college and high schools.

Examines and posts updates to BNA Fair Employment Practices cases and state/federal EEO regulations.

Researches and compiles various legal, statistical, demographic, or administrative data; analyzes data and identifies trends; summarizes data and prepares reports; conducts research of department

records, court/legal records, database records, electronic data sources, Internet sites, legal bulletins/updates, hardcopy materials, or other sources as needed.

Prepares or completes various forms, reports, correspondence, Program documentation, case files, investigative reports/recommendations, responses to complaints, training materials, presentations, EEO reports, statistical reports, work force census reports, or other documents.

Receives various forms, reports, correspondence, budget reports, Fair Employment Practices cases, EEO complaints, statistical data, census data, laws, rules, regulations, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Communicates with County Administrator's Office, County officials, other departments, managers, supervisors, employees, applicants, EEO enforcement agencies, County Civil Service Commission, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Laws, codes, ordinances, standards, rules, and regulations pertaining to employment discrimination, affirmative action, ADA and FEHA; knowledge of EEO, ADA and FEHA laws and their applications in the employment process.

Laws and regulations affecting public sector employment, public sector employee selection procedures, and employment of protected class members; methods of determining test validity and reliability; elements of business necessity and bonafide occupational qualifications.

Administration of EEO laws by state/federal enforcement agencies.

Recruitment and employment development techniques to reach protected groups; barriers to employment of protected class members.

Appeals procedures applicable to equal employment opportunity.

Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.

Current trends in the field of EEO, ADA and FEHA compliance, including court decisions, legislative developments, and reporting requirements; current trends in the employment of minorities, women, older workers, and in accommodation of persons with mental and physical disabilities.

Principles associated with training, instructing, and advising County managers and supervisors in hiring and promotional processes, prevention of discrimination, and good management practices.

Methods of identifying and eliminating discriminatory employment practices, including sexual harassment.

Medical and technical terminology used in industrial injury/illness cases and in the insurance industry.

Career counseling practices.

Principles of job classification, salary administration, and employer-employee relations.

Principles of employee supervision and personnel management, including training and disciplining of personnel.

Principles of budget preparation and budget administration.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

**Skills to:**

Utilize basic office equipment, including a personal computer, copy and fax machines and printers.

**Ability to:**

Plan, organize, and administer EEO, Affirmative Action, ADA and FEHA programs.

Read, understand, interpret, explain, and apply legislation/laws, regulations, procedures, and other information governing employment discrimination and affirmative action.

Understand program objectives in relation to departmental goals and procedures.

Conduct thorough investigations into complaints of alleged discrimination, determine whether discrimination has occurred, and report findings to complainants or agencies.

Analyze claims in accordance with applicable laws and County procedures and policies. Exercises independent judgment in resolving claims.

Effectively communicate and interact (verbally and in writing) with subordinates, supervisors, department managers, the general public, outside agencies, and all other groups involved in the activities of the department; communicate effectively with people of diverse socioeconomic backgrounds and temperaments; secure cooperation and teamwork among professional and support staff; demonstrate tact and diplomacy.

Establish and maintain cooperative working relationships.

Recognize and respect limit of authority and responsibility.

Conduct effective training in equal employment opportunity laws, sexual harassment, diversity training, and related topics.

Plan, organize, and prioritize daily assignments and work activities.

Make decisions, project consequences of decisions, use independent judgment, and work with little direct supervision as situations warrant.

Determine the appropriate course of action in emergency or stressful situations.

Perform and supervise the collection, interpretation, and analysis of data to identify trends, establish/identify needs, evaluate program effectiveness, draw logical conclusions, and make appropriate recommendations.

Handle required mathematical calculations.

Prepare budgets and narrative/statistical reports regarding assigned programs; maintain accurate records and document actions taken.

Prepare case files, court cases, and related documents; testify in court.

Use computer assistance to gather and analyze data.

Maintain confidentiality of information.

Research regulations, procedures, and/or technical reference materials; prepare narrative and statistical reports.

### **Experience and Education/Training**

#### **Experience:**

Three (3) years experience and training that includes Equal Employment Opportunity (EEO) enforcement, employment discrimination law, affirmative action, ADA and FEHA compliance, investigation of employment discrimination complaints, legal procedures, compliance training, program administration.

**Education/Training:**

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Human Resources Management, Political Science, Social Science, Behavioral Science, or closely related field.

**SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel may be required.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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**Yolanda Irigon**  
**Director of Human Resources**

**Established Date:** May, 1997

**Revised Date:** November 2005

**BOS Date:** June 30, 2003