



JOB CODE: 2218

UNION: NON BARGAINING

JOB TITLE: EQUAL OPPORTUNITY  
ADMINISTRATOR

FLSA STATUS: EXEMPT

DEPARTMENT: HUMAN RESOURCES AND LABOR  
RELATIONS

REPORTS TO: ASSISTANT PERSONNEL  
DIRECTOR

GRADE: TPA-6

CIVIL SERVICE STATUS: NON-CIVIL SERVICE

**POSITION PURPOSE/SUMMARY:** Responsible for the implementation and the monitoring of the City's affirmative action plan's progress, the development of a workforce analysis and the EEO commission survey. Responsible for the continuous review and updating of the AAP, recruitment of protected group members and investigation of allegations of discrimination, sexual harassment and disparate treatment. Work is performed under the supervision of the Assistant Personnel Director. No supervision is exercised over other employees.

**ESSENTIAL FUNCTIONS:**

- Monitors the affirmative action plan progress. Develops annual workforce analysis, prepares annual employment commission survey and EEO-4 employment report.
- Ensures the hiring of a diverse workforce. Disseminates job post list and interviews prospective applicants.
- Investigates complaints of alleged sexual harassment and discrimination. Serves as an employee relations specialist.
- Communicates revised affirmative action policies and procedures along with state and federal laws.
- Serves as a liaison for the City with local community agencies.
- Performs other related duties as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to interact with all different types of ethnic groups and all levels of municipal government.
- Excellent skills in oral and written communication.
- Problem solving skills and the ability to conduct investigative research.
- Ability to read and comprehend employment related reading materials written by state and federal agencies.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in public administration, personnel management, sociology or related field.
- Five years of experience with policy and procedures in a business or governmental environment.



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**SPECIAL NECESSARY QUALIFICATIONS:** None

**TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS (where applicable):** Requires advanced computer skills in Microsoft Office Suite, such as Outlook, Word, and Excel. Experience with Access, PowerPoint and Munis preferred.

**WORKING CONDITIONS:** Work is mostly performed in an office environment. Regular and punctual attendance is a requirement.

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:** While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**POSITION CONTENT:** This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, and working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, these requirements may change over time. Management reserves the right to modify, add or remove duties and assign other duties as necessary.

DATE CREATED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_