

**EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST      266-A**

DISTINGUISHING FEATURES OF THE CLASS: This is a research and liaison position involving responsibility for analyzing employment procedures and practices and assisting in the implementation of an Affirmative Action Program for the County of Sullivan. Duties are performed under direct supervision of the Equal Employment Opportunity Officer with some leeway for the use of independent judgment. This position does not involve the supervision of other personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the development of EEO program operating policies and suggests modification of the plan where necessary;

Assists in developing and implementing periodic training programs for County department heads, managerial and supervisory personnel concerning issues surrounding discriminatory harassment, its effects and its appearance and how to prevent incidents of harassment complaints;

Assists in the investigation of specific instances of alleged discrimination in County employment;

Researches specific regulations and maintains a general base of knowledge regarding equal employment opportunity and affirmative action in the context of state and federal law applicable to county operations;

Assists in preparing and maintaining statistical data on the composition of the County workforce, including race, religion, sex and national origin;

Assists the EEO Officer in communicating with and educating the public with respect to the administration of the County's Affirmative Action Plan;

Establishes and maintains contact with minority, affected persons, affirmative action groups and other interested individuals and seeks support, comments and proposals for a more effective Affirmative Action Plan;

May make suggestions identifying positions appropriate for the application of Sections 55-a and 55-b of the Civil Service Law and such other laws as may be relevant to the recruitment of protected group members;

May assist in the reviewing and monitoring of recruitment appointments, hiring policies, interview procedures, labor contract provisions, job specifications and classifications to insure County practices are in compliance with the Affirmative Action Plan;

Maintains and updates mailing lists regarding County employment opportunities to insure that it includes local minority and women's organizations, schools and colleges, post offices, employment centers, libraries, churches and other community based organizations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theory, problems and goals of equal employment opportunity; good knowledge of the general principles underlying current legislation affecting equal employment opportunity and public employment; good knowledge of the methods of collecting and interpreting statistical data; working knowledge of the basic practices and principles of civil service law; ability to communicate effectively, both orally and in writing; ability to establish highly satisfactory working relationships with a broad range of individuals, including department heads, employees, union leaders, government officials, minority group members and community leaders; ability to interpret complex written material, particularly State and Federal guidelines; ability to prepare

detailed written reports; skill in the use of computer applications, such as spreadsheets, word processing and other software; sound judgment; tact; and diplomacy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years experience in the field of personnel or human resources administration, employment and training program management, public administration or a related field; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above; or
- D. An equivalent combination of training and experience as described in (A), (B) and (C) above.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 09/07/07

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 2/2/2023

Revised and Replaced in Classplan: 4/1/2025 (Edu)