



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|--------------|---------------|
| DEPUTY ADMINISTRATOR, EQUAL RIGHTS COMMISSION | 39 | A | 11.350 |

Under general direction of the Division Administrator, the incumbent is responsible for planning, organizing and directing the activities of the Reno Area Office of the Equal Rights Commission, and in the Administrator's absence has full responsibility for statewide operations.

Serve as the administrative head of the Reno area office by directing subordinate personnel in the execution of the Commission's policies and procedures.

Plan, organize and direct the work of subordinate staff; assign cases, give instructions, evaluate performance of subordinate staff; recommend appropriate action to the Division Administrator; review and approve all completed casework.

Review and approve proposed conciliation agreements and compliance reports; act as a liaison between the Administrator and the Attorney General's Office.

Assist in the preparation of Commission budgets and federal grant applications.

Represent the Commission at various meetings and conferences, and serve as the Administrator's representative on advisory boards.

Propose organizational and personnel changes to better accomplish the overall program of the Commission; evaluate the application of the Commission's administrative policies and procedures; represent the Commission before public and private organizations and groups to explain Commission policies and procedures; maintain business and professional relationships with other people involved in equal rights in the community and State.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major work in public or business administration, industrial relations or closely related field and three years of experience in a relevant program area such as equal rights, equal employment opportunity, disability, rehabilitation, or human resources which included the adjustment of grievances or mediation of disputes, one year of which must have included formal supervisory responsibility; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: modern investigative practices and procedures; oral and written communication; application of federal and State laws and regulations relevant to the assignment; negotiation, mediation and conciliation sufficient to resolve disputes and arrive at acceptable settlements; discriminatory actions in employment, housing and/or public accommodations. **General knowledge of:** budget preparation and maintenance. **Ability to:** plan, organize, coordinate, and evaluate the work of subordinate staff in conducting detailed investigations; analyze and evaluate situations, facts and conflicting evidence to reach and present sound conclusions; train, supervise and evaluate the performance of assigned personnel; be objective and

MINIMUM QUALIFICATIONS (cont'd)**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

maintain the confidentiality of sensitive information; establish and maintain cooperative working relationships with representatives of other agencies, government officials, employers and members of the community; make presentations before hearing bodies and to various groups in the community; effectively relate with people of diversified ethnic backgrounds and temperaments; present a variety of oral and written reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Titles VII and VIII as amended in 1972 and 1991 to include amended Executive Order No. 11246 and U.S. Code 2000; prevailing practices and precedents in matters subject to litigation; Nevada Revised Statutes pertaining to equal rights; all Equal Rights Commission and Administrative policy and procedure.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.350

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