



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>
EQUAL EMPLOYMENT OPPORTUNITY OFFICER	37	B	7.507

Under general direction, Equal Employment Opportunity Officer assists in the design, development, implementation and evaluation of Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs in a large State department such as Nevada Department of Transportation (NDOT) or Nevada Department of Corrections (NDOC), or in the State’s centralized human resources department.

Collect and evaluate EEO statistics and reports relevant to the overall status of employment, EEO and AA programs; conduct analysis and prepare reports along with recommendations to the Administrator, EEO Administrator, personnel manager and/or agency management.

Act as a consultant to employees and management regarding EEO AA, and/or ADA issues; develop and present training programs in the areas of equal opportunity laws and affirmative action, cultural awareness, sexual harassment and discrimination prevention and reporting, and mediation services.

Develop and implement statewide EEO/AA programs to include plans of action; and prepare progress reports; aid departments in their overall development of AA goals and objectives, monitor progress of programs, prepare mandated reports and special reports as requested by department directors or the State EEO Administrator, and provide recommendations and assist agencies in eliminating barriers to equal employment opportunities.

Prepare responses to EEO charges related to violations of Title VII to the federal government and other regulatory agencies; consult with or assist agencies in preparing reports regarding the success of recruitment and hiring methods; provide reports to the State’s centralized human resources department.

The EEO Officer may investigate complaints and makes recommendations for resolution; develop and maintain positive working relationships with regulatory agencies such as the Department of Labor (DOL), the Equal Employment Opportunity Commission, Nevada Equal Rights Commission, and with various community groups; and maintain current knowledge of changes and new developments affecting employers.

Consult with agencies regarding outreach activities, employment goals, and under-utilization of protected groups; may participate in outreach recruitment (i.e. attend job fairs and community meetings to market the State as an employer of choice).

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in business or public administration, human resource management, psychology or related area and three years of progressively responsible professional experience in AA and EEO compliance planning and reporting; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: EEO laws and regulations; AA policies, programs and planning; employment selection criteria and qualifications to identify and eliminate artificial barriers to employment. **General knowledge of:** human resource laws and regulations including Title VII, ADA, and FMLA. **Skill in:** effective

MINIMUM QUALIFICATIONS (cont'd)

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

communication. **Ability to:** analyze statistical data and prepare and present reports on employment of protected group members; identify problems and offer practical solutions; conduct EEO, sexual harassment prevention and AA training programs; develop comprehensive AA programs for State agencies; maintain effective working relationships with State, federal and other governmental agencies and the general public.

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

Working knowledge of: State human resource regulations that impact EEO/AA; principles and practices of public human resource management including recruitment, examination, selection, and classification; State policies and procedures related to EEO/AA and human resources; State departments, divisions and sections and their respective objectives; mediation techniques. **Ability to:** analyze statistical data and prepare and present reports on employment of protected group members; conduct in-depth investigations of alleged discrimination; conduct mediation.

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.

7.507

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 REVISED: 07/01/93P
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