



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, the Equal Employment Opportunity Officer assists in planning, organizing, designing, developing, implementing and evaluating Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs in a large State department such as the Department of Employment, Training & Rehabilitation (DETR), Department of Motor Vehicles (DMV), Department of Public Safety (DPS), Department of Transportation (NDOT) or 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 Director, Administrator, EEO Administrator, human resource manager and/or agency management.

Act as a consultant to employees and management regarding EEO, AA, and/or the Americans with Disabilities Act (ADA) processes, concerns and/or 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/or mediation services.

Develop and implement statewide EEO/AA programs to include plans of action; prepare progress reports; create, modify and implement departmental policies, procedures and guidelines to ensure the department is in compliance with EEO laws, regulations, case law and diversity inclusion initiatives; 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 well-written and defensible responses to charges related to violations of State and federal employment laws; 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.

May consult with other State, federal, local and/or private 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).

May manage the department's ADA website and/or internal ADA interactive process; develop and conduct diversity, inclusiveness and EEO training; may cultivate and develop department employees in career/succession planning.

May investigate complaints and make 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.

May supervise staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Current certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) issued by the HR Certification Institute (HRCI); or certification issued by the Society for Human Resource Management as a Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP), may be substituted for one year of the required experience.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, human resource management, or closely related field and three years of professional experience in one of the following areas: the design, development, implementation and evaluation of Equal Employment Opportunity (EEO) and/or Affirmative Action (AA) programs; conducting administrative investigations to include Title VII, performance issues, behavioral concerns and workplace violence situations; or the management of a Human Resources department which included the oversight of EEO, ADA and/or AA programs; **OR** one year of experience as a Personnel Officer I in Nevada State service performing duties as described above; **OR** two years of experience as a Personnel Analyst II in Nevada State service performing duties as described above; **OR** three years of experience as a Compliance Investigator II in Nevada State Service performing EEO investigations within the Nevada Equal Rights Commission (NERC) or the Division of Human Resource Management (DHRM); **OR** an equivalent combination of education and experience as described above.

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; principles and practices of coordinating employee relations. **General knowledge of:** human resource laws and regulations including Title VII, ADA, and FMLA; principles and practices of supervision; principles and practices of training. **Skill in:** effective communication; directing professional and support staff. **Ability to:** plan, organize, direct and monitor programs; analyze statistical data and prepare and present reports on employment of protected group members; identify problems and offer practical solutions; develop and 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 supervision and staff development, 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; principles and practices of adult learning and presentation principles. **Ability to:** effectively work with a diverse group of employees, management and the general public; 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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