

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 24
Fiscal Year: 2009/2010
Posted Date: December 18, 2009

***RETITLE AND AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)***

Item #	DEPT/ DIVISION	From	To
1	HRD	1231 Asst. Mgr., Equal Employment Opportunity Programs	1231 Equal Employment Opportunity Programs Senior Specialist

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Assistant Manager, Equal Employment Opportunity Programs Senior Specialist
Job Code: 1231

INTRODUCTION

Under general direction, performs difficult and responsible professional activities in the areas of monitoring, program planning, evaluation and implementation of the Department of Human Resources' or a major City department's Equal Employment Opportunity (EEO) Program; advises and assists departmental personnel on EEO matters; directs the activities of subordinate staff; and performs related duties as required.

DISTINGUISHING FEATURES

Positions at this level are assigned to either (1) the EEO Division of the Department of Human Resources or (2) to a major City department. In the Department of Human Resources, the position assists in the administration of a citywide EEO Program and has direct responsibility for one or more major program areas. Positions assigned to major City departments are distinguished by their responsibility for total program direction of a departmental EEO Program. Positions in code 1231 are distinguished from code 1233 Equal Employment Opportunity Programs Specialist by their performance of more difficult and responsible activities and supervisory level of programmatic responsibility.

SUPERVISION EXERCISED: Supervises and directs the activities of professional and other EEO staff at the Department of Human Resources or in a major City department.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Provides technical assistance and supervision in the maintenance and implementation of outreach programs through the use of media, recruitment, job fairs and presentations to insure a diverse workforce reflective of the City and County of San Francisco.
2. Supervises and directs the compilation of periodic reports of the City's or a department's workforce by collecting, compiling and analyzing data (applicant flow, referral and appointment, workforce composition and demographics data) pertinent to equal employment opportunity; supervises, directs and provides training in the analysis of workforce utilization.
3. Interprets and explains Federal, State, local and other policies and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and the public.
4. Conducts and supervises the investigation, response and settlement of discrimination complaints filed directly by individuals or through governmental agencies by applying mediation and investigation techniques in consultation with the City Attorney's Office and the Department of Human Resources.
5. Develops, designs, coordinates and delivers training programs for employees in EEO, Americans with Disabilities Act (ADA), workforce diversity, and other areas as necessary.

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6. Supervises and provides technical assistance to departments on ADA and coordinates reasonable accommodations and programs for persons with disabilities in compliance with Federal, State and local laws.
7. Supervises and participates in developing and amending equal employment opportunity policies and procedures.
8. Supervises and directs activities in the EEO division of the Department of Human Resources or in a major City department.
9. Supervises the work of professional and other staff in the areas of recruitment, data collection and in the development, processing and transmittal of information regarding equal employment opportunity work force diversity.
10. Monitors City and departmental compliance with Federal, State, and local EEO laws, regulations and guidelines.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Federal, State and local laws, regulations and guidelines pertaining to equal employment opportunity/affirmative action which include the Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Age Discrimination in Employment Act, Rehabilitation Act of 1973 Sections 503 and 504, State Fair Employment Act and Department of Fair Employment and Housing (DFEH) regulations; recruitment methodologies and techniques; employee selection methods and the equal employment opportunity implications; and techniques of mediation and investigation; employment discrimination standards.

Ability to: apply Federal, State and local laws, regulations and guidelines pertaining to EEO/affirmative action; compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data; perform basic mathematical computations; supervise and direct the work of other employees; communicate effectively both orally and in writing with employees, applicants, other agencies, the public and before boards and commissions.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a baccalaureate degree from an accredited university or college AND

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2. Three (3) years of experience performing work in the area of Equal Employment Opportunity with major duties including workforce utilization analysis; development and implementation of EEO goals and objectives; investigation or resolution of employment discrimination and sexual harassment complaints; or interpretation and application of EEO, ADA or other pertinent laws, regulations and guidelines.

Substitution:

- a. Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units/forty-five quarter units equal one year.
- b. Possession of Masters, Law degree, PhD in Social Sciences, Psychology, Law or related field may be substituted for up to one year of experience.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

ORIGINATION DATE: 3/15/78

AMENDED DATE: 8/20/79, 11/2/92, 7/23/99, 12/17/09

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN
