

**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:** 46  
**Fiscal Year:** 2010/2011  
**Posted Date:** April 8, 2011

***AMEND THE FOLLOWING JOB SPECIFICATION(S):  
(Draft job specification attached.)***

<b>Item #</b>	<b>Class/Title</b>
1	1233 Equal Employment Opportunity Programs Specialist

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or-email her at [Carmela.Villasica@sfgov.org](mailto:Carmela.Villasica@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://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: **EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS SPECIALIST**  
Job Code: **1233**

## INTRODUCTION

Under general supervision, performs professional activities in the areas of monitoring, program planning, evaluation and implementation of the City's or a major City department's Equal Employment Opportunity (EEO) Program and performs related duties as required.

## DISTINGUISHING FEATURES

The 1233 is the professional journey-level position in the EEO series. This job code is distinguished from the 1231 ~~Assistant Manager, EEO~~ Equal Employment Opportunity Programs Senior Specialist by the latter's supervisory responsibility and/or broader range of EEO-related duties in a major City department.

SUPERVISION EXERCISED: None

## 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. 5.~~ Conducts 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.

~~2. 4.~~ Interprets and explains Federal, State, local and other policies and procedures on EEO and related disability statutes in response to inquiries from departments, employees, applicants and the public.

~~3. 8.~~ Provides technical assistance to departments on ADA and related disability statutes ~~and coordinates reasonable accommodations and programs for persons with disabilities~~ in compliance with Federal, State and local laws.

4. Reviews, evaluates and processes City-wide/Department reasonable accommodation requests in compliance with Federal, State and local laws.

~~5. 6.~~ Develops, designs, coordinates, provides technical assistance, and delivers training programs for departments employees in EEO, sexual harassment, prevention training, Americans with Disabilities Act (ADA) and related disability statutes, workforce diversity, and other areas as necessary.

~~6. 9.~~ Participates in developing, amending and monitoring EEO and related policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA) and Americans with Disabilities (ADA).

~~7. 2.~~ Participates in the compilation of periodic reports of the City's or a department's workforce

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by collecting, compiling and analyzing data (applicant flow, referral and appointment, workforce composition and demographics data) pertinent to EEO.

~~8. 1 Provides technical assistance and activity in the maintenance and implementation of. **Maintains and implements** 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.~~

~~3. Conducts presentations concerning San Francisco Civil Service employment for schools, universities, employment training programs, youth groups and other community agencies to provide information.~~

~~7. Conducts utilization analysis of the workforce to prepare, update and monitor EEO plans and programs.~~

~~10. Coordinates bilingual testing of employees and applicants and monitors provision of bilingual services.~~

~~11. Coordinates and implements specialized programs for identified protected groups, such as gay health services and African American health services.~~

## IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

**Knowledge of:** Federal, State and local laws, regulations and guidelines pertaining to equal employment opportunity, including 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; **Genetic Information Non-Discrimination Act (GINA)**; recruitment methodologies and techniques; employee selection methods and the EEO implications; the techniques of mediation and investigation required to resolve complaints; and training methodologies and techniques.

**Ability to:** apply Federal, State and local laws, regulations and guidelines pertaining to equal employment opportunity; **verbally communicate tactfully and effectively in highly emotionally charged interactions; ability to recognize and gather pertinent information, analyze evidence, and form logical supportable conclusions; create persuasive written reports that clearly present a thorough analysis of the evidence presented with a conclusion that is strongly supported by the evidence; multi-task and to adjust to changing priorities; speak in front of large groups effectively and persuasively; use information technology to communicate, analyze, and maintain data effectively;** compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data. ~~communicate courteously, tactfully and effectively both verbally and in writing with employees, applicants, other agencies and the public; use personal computers and other office machines; adapt to changing priorities and work in an environment which at times may be stressful.~~

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**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

1. Possession of a baccalaureate degree from an accredited university or college; **AND**
2. One (1) year of professional employment-related experience in a position(s) in which the primary responsibilities of the position(s) included at least two (2) of the following: employment-related outreach recruitment; investigation or resolution of employment and sexual harassment complaints; interpretation and application of EEO, ADA or other pertinent laws, regulations and guidelines; or developing and delivering EEO training programs. ~~Note: Certain positions may require specific experience in one or more of these areas.~~

**SUBSTITUTION:**

**a.** Additional experience as described above may be substituted for up to two years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one year **; OR**

**b. Possession of a Law degree may be substituted for one year of experience.**

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

**To: 1231 Equal Employment Opportunity Programs Senior Specialist**

**ORIGINATION DATE:** 3-15-78; retitled and amended 11-2-92

**AMENDED DATE:** 07/30/2001

**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, SFMTA