

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

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

Posting No: 43
Fiscal Year: 2017/2018
Posted Date: 06/04/2018
Reposted Date: 06/06/2018

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	1231	Equal Employment Opportunity Programs Senior Specialist
2	1233	Equal Employment Opportunity Programs Specialist

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Equal Employment Opportunity Programs Senior Specialist
Job Code: 1231

DEFINITION

Under general direction, 1231 Equal Employment Opportunity Programs Senior Specialist 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.~~

Positions at this level are assigned to either (1) the EEO Division of the Department of Human Resources (DHR) or (2) to a major City department. ~~In the Department of Human Resources~~DHR, 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.

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 Equal Employment Opportunity Programs Senior Specialist are is distinguished from code-1233 Equal Employment Opportunity Programs Specialist by their the former's performance of more difficult and responsible complex and sensitive investigations, the review and evaluation of the work of DHR EEO or department EEO personnel, 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.~~

EXAMPLES OF 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. Conducts and supervises the review, investigation, response and settlement of discrimination complaints filed directly by individuals or through governmental agencies by utilizing applying mediation and investigation techniques in consultation with the City Attorney's Office and the Department of Human Resources EEO Director. Participates in depositions in coordination with the City Attorney's office.
2. Interprets and explains Federal, State, local and other policies and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and

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the public.

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

4. ~~Supervises~~ Oversees, and ~~participates in developing~~, and ~~amending~~ EEO policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA) and ADA.

5. ~~Supervises and d~~irects the compilation of periodic reports of the City's or a department's workforce by collecting, compiling and analyzing data (such as applicant flow, referral and appointment, workforce composition and demographics data) pertinent to EEO; ~~supervises~~ oversees, directs and provides training in the analysis of workforce utilization.

6. ~~Supervises~~ Oversees and provides technical assistance to departments on ADA in compliance with Federal, State and local laws.

7. ~~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.~~

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. ~~7~~. Monitors City and departmental compliance with Federal, State, and local EEO laws, regulations and guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, State and local laws, ~~regulations and guidelines~~ pertaining to equal employment opportunity/~~affirmative action~~, 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, California 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 equal employment opportunity implications; Techniques of mediation, and investigation,~~ and fact-finding; ~~E~~mployment discrimination standards; principles of public personnel management.

Ability and Skill to: ~~Supervise and direct the work of other employees;~~ Understand, interpret and apply applicable rules, regulations, and laws Federal, State and local laws, regulations and guidelines pertaining to EEO/~~affirmative action~~; recognize and respond to issues of a sensitive nature; verbally communicate tactfully and effectively on highly emotionally charged interactions; communicate effectively both orally and in writing with employees, applicants, other agencies, the public and before boards and commissions; recognize and gather pertinent

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information, analyze evidence and ~~form~~ reach sound, logical, and supportable conclusions; compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data; create persuasive written reports that clearly present a thorough analysis of the evidence ~~presented~~ with a conclusion that is strongly supported by the evidence; establish and maintain cooperative working relationships with city and county managers, employees, employee representatives, peers and members of the public; multi-task and adjust to changing priorities; ~~Speak in front of large groups effectively and persuasively;~~ use information technology to communicate, analyze and maintain data effectively; perform basic mathematical computations.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Education:

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

Experience:

Three (3) years of professional human resources experience in one or more of the following activities: Equal Employment Opportunity (EEO), employee and/or labor relations, or human resources operations; one (1) year of which must have been in 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.

License and Certification:

Substitution:

Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year. ~~OR~~

Possession of a Law degree or Master's degree in Public Administration/Public Policy, Personnel Administration, Human Resources Management, or Business Administration may be substituted for one (1) year of the required professional human resources experience, but may not substitute for the required one (1) year of Equal Employment Opportunity (EEO) experience.

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SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 1233 Equal Employment Opportunity Specialist

ORIGINATION DATE: 03/15/1978

AMENDED DATE: 08/20/1979; 11/02/1992; 07/23/1999; 01/07/10 (Retitled);
01/11/12; 06/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities,
and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA

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

**Title: Equal Employment Opportunity Programs Specialist
Job Code: 1233**

DEFINITION

Under general supervision, **1233 Equal Employment Opportunity Programs Specialist** performs 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 ~~and performs related duties as required. This is the professional journey-level position in the EEO series.~~

DISTINGUISHING FEATURES

~~The 1233 is the professional journey-level position in the EEO series.~~ **1233 Equal Employment Opportunity Programs Specialist** This job code is distinguished from the 1231 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

EXAMPLES OF 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. Conducts the **review**, investigation, ~~response~~ and settlement of discrimination complaints filed ~~directly by individuals or through governmental agencies by applying~~ **utilizing** mediation and investigation techniques in consultation with the City Attorney's Office and the Department of Human Resources **EEO Director**.
2. 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. Develops, designs, coordinates, provides technical assistance, and delivers training programs for departments in EEO, sexual harassment prevention training, Americans with Disabilities Act (ADA) and related disability statutes, workforce diversity, and other areas as necessary.
4. ~~Participates in the~~ **Developing**, **amending** and **monitoring** EEO and related policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA) and ADA.
5. ~~Participates in 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 EEO.
6. Provides technical assistance to departments on ADA and related disability statutes in

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compliance with Federal, State and local laws.

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

~~8. 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.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, State and local laws, ~~regulations and guidelines~~ pertaining to equal employment opportunity/~~affirmative action~~, 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, Americans with Disabilities Act Amendments of 2008, Civil Rights Act of 1991, Age Discrimination in Employment Act, Rehabilitation Act of 1973 Sections 503 and 504, California Fair Employment Act and Department of Fair Employment and Housing (DFEH) regulations, Genetic Information Non-Discrimination Act (GINA); Principles and Recruitment methodologies and techniques; Employee selection methods and the EEO implications; The techniques of mediation, fact-finding and investigation required to resolve complaints; **Employment discrimination standards; principles of public personnel management; and** training methodologies and techniques.

Ability and Skill 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; Communicate effectively both orally and in writing with employees, applicants, other agencies, the public and before boards and commissions; Recognize and gather pertinent information, analyze evidence, and form logical supportable conclusions; Compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data; 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 adjust to changing priorities; Speak in front of large groups effectively and persuasively; Use information technology to communicate, analyze, and maintain data effectively; Perform basic mathematical computations.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

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Education:

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

Experience:

One (1) year of professional employment-related human resources experience in one or more of the following activities: EEO, employee and/or labor relations, or human resources operations, 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.

License and Certification:

Substitution:

Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year. ~~OR~~

Possession of a Law degree or Master's degree in Public Administration/Public Policy, Personnel Administration, Human Resources Management, or Business Administration may be substituted for one (1) year of experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1231 Equal Employment Opportunity Programs Senior Specialist

From: Entrance Examination

ORIGINATION DATE: 03/15/1978

AMENDED DATE: 11/02/1992 (Amended & Retitled); 07/30/01; 04/15/11;
01/11/12; 06/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

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BUSINESS UNIT(S): **COMMN SFMTA**