

Effective Date: July 1, 2015

EQUAL OPPORTUNITY SPECIALIST SERIES CANNOT USE FOR VACANCIES

I. DEFINITIONS

EQUAL OPPORTUNITY SPECIALIST

This level is used as an entry progressing to an objective level for positions that function as Equal Opportunity Specialists. Work is performed under close progressing to general supervision.

Positions functioning at the full performance objective level function as: (1) program coordinator in an institution with fewer than 500 FTE positions; or (2) staff specialist in an institution with fewer than 500 FTE positions. A program coordinator functions as the position primarily responsible for coordinating the equal opportunity and affirmative action programs for the institution and may be the only position in the organization performing such duties. A staff specialist is usually one of a number of staff performing equal opportunity and/or affirmative action activities for the institution. Positions develop and administer equal opportunity and affirmative action programs of substantial scope and sensitivity for an institution. Positions perform administrative and program development activities for an institution's internal and/or external equal opportunity program; apply a variety of complex federal regulations; provide ongoing monitoring and enforcement of the program standards; develop working relationships with a variety of federal, state, and local agencies and organizations; provide input and advice in the development of recruitment plans within the institution; and perform other related functions of a responsible nature. The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

EQUAL OPPORTUNITY SPECIALIST-SENIOR

Positions function as: (1) program coordinator in an institution with 500 – 1,500 FTE positions or (2) staff specialist in an institution with more than 1,500 FTE positions, within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Positions perform administrative and program development activities for an institution's internal and/or external equal opportunity program; apply a wide variety of complex federal regulations; provide ongoing monitoring and enforcement of the program standards; develop working relationships with a wide variety of federal, state, and local agencies and organizations; and perform other related functions of a highly responsible nature. The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

Position at this level differ from the Equal Opportunity Specialist level in the scope, impact, complexity, discretion and authority of the equal opportunity and civil rights compliance programs administered; and the variety of laws, rules, regulations, and standards which apply to the program areas. Positions at this level administer institution-wide programs.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.