EQUAL OPPORTUNITY PROGRAM SPECIALIST
TITLE SERIES DEFINITION

I. DEFINITIONS

EQUAL OPPORTUNITY PROGRAM SPECIALIST

Positions allocated to this level perform any combination of the duties described at the Senior level under close, progressing to general, supervision.

EQUAL OPPORTUNITY PROGRAM SPECIALIST-SENIOR

Positions function as: (1) program coordinator or (2) staff specialist within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Work at this level involves confidential administrative and program development activities for a statewide internal and/or external equal opportunity program. Positions have access to matters affecting the employer/employee relationship and may participate in the development of recruitment, layoff, and reorganization plans within the agency. The work requires the application of a wide variety of complex federal regulations; ongoing monitoring and enforcement of the program standards; development of working relationships with a wide variety of federal, state, and local agencies and organizations; and the performance of 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.

II. QUALIFICATIONS

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

III. RELATED TITLES

Equal Opportunity Specialist