



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR EQUAL EMPLOYMENT OPPORTUNITY ANALYST

Group Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 49 Job Code #: YC47
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JOB SUMMARY

This is the advanced journey level performing Senior Equal Employment Opportunity Analyst job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Performs, plans, organizes, coordinates, implements, monitors, and evaluates activities in accordance with equal employment opportunity and affirmative action policies ensuring compliance with applicable state and federal laws, rules, and regulations; participates in efforts that ensure all programs and policies reflect equal employment opportunity and affirmative action priorities and attract, promote, and retain a diverse workforce. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Administers the Equal Employment Opportunity program assigned, and provides technical advice, guidance and training to managers, supervisors and employees on Equal Employment Opportunity law and Affirmative Action principles.
2. Reviews and evaluates existing and proposed policies and programs for impact; recommends changes in practice, policy, and program plans to prevent discrimination and enhance the ability to achieve objectives; develops strategies to incorporate performance objectives.
3. Investigates complaints and/or charges of discrimination, unlawful workplace harassment and/or retaliation to determine the validity of the charges, means of resolution, and impact to the organization. Prepares reports which include fact finding, narrative summaries and conclusions related to an investigation.
4. Analyzes and interprets federal and state Equal Employment Opportunity and Affirmative Action regulations, laws, trends, and case law, recommending changes in policy and practice.
5. Develops and conducts training and education related to Equal Employment Opportunity and Affirmative Action; assist with developing internal communication strategies and programs to increase employee acceptance of workforce diversity objectives.
6. Designs and coordinates special projects and strategies for increasing representation of protected class employees to meet Equal Employment Opportunity and Affirmative Action objectives; may develop partnerships with community groups and agencies.
7. Prepares and provides a variety of statistical and narrative reports as may be required for government reporting and internal monitoring of the progress of various Equal Employment Opportunity and Affirmative Action efforts and programs. Collects, analyzes and interprets data related to various employment activities.
8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited college or university in a related field, and six years relevant experience, two of which must include experience conducting investigations into complaints and/or charges of discrimination, unlawful workplace harassment or retaliation and two of which includes professional experience working in the area of equal employment opportunity or affirmative action; or an advanced degree in a related field and four years relevant experience two of which must include experience conducting investigations into complaints and/or charges of discrimination, unlawful workplace harassment or retaliation and two of which includes professional experience working in the area of equal employment opportunity or affirmative action; or three years as a MWD Human Resources Analyst III level in the related field (effective through June 2015).

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Required Knowledge of: Affirmative action, equal employment opportunity, and civil rights laws and regulations; principles and practices of public personnel administration research, investigative and interviewing techniques and procedures sufficient to conduct research, utilize data for problem-solving, and to respond to discrimination complaints; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Conduct interviews, gather investigative materials and prepare analysis of findings; understand and interpret related laws, rules, and regulations pertaining to Equal Employment Opportunity and Affirmative Action compliance; analyze problems, identify alternative solutions and make appropriate recommendations; prepare reports and statistics for reporting to governmental agencies; exercise good judgment; work with and control sensitive and confidential information; conduct training programs; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with other employees, state and federal agencies, and the public; provide equal employment opportunity counseling to employees; lead, plan, and direct the work of others; operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

- Experience preparing affirmative action plans
- Experience using a Human Resources Information System

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

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MWD

Metropolitan Water District of Southern California

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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