



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL EQUAL EMPLOYMENT OPPORTUNITY ANALYST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 56 Job Code #: YC48
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Performs, plans organizes, coordinates, implements, monitors, and evaluates activities in accordance with equal employment opportunity and affirmative action policies ensuring compliance with all applicable state and federal laws, rules, and regulations; directs efforts which ensure the attraction, promotion, and retention of employees from protected classes so that all agency programs and policies reflect equal employment opportunity and affirmative action priorities and are compliant. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. 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 Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

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. Assist in leading the operation of the Equal Employment Opportunity Office to effectively and efficiently meet the objectives of Equal Employment Opportunity and Affirmative Action program goals by organizing, assigning, planning, and directing work activities of office staff; by providing input into the preparation of staff evaluations and reviewing staff work; participation in the preparation and management of the annual and long-range budgets; and by planning, organizing, and prioritizing office activities within available staff and fiscal resources.
2. Administers the Equal Employment Opportunity program assigned, and provides expert technical advice, guidance and training to managers, supervisors and employees on Equal Employment Opportunity law and Affirmative Action principles.
3. 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.
4. 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.
5. Analyzes and interprets federal and state Equal Employment Opportunity and Affirmative Action regulations, laws, trends, and case law, recommending changes in policy and practice.
6. Develops and implements delivery of training, education and communication programs that address Equal Employment Opportunity and Affirmative Action issues to ensure that employees understand and value Equal Employment Opportunity and Affirmative Action policies and achievements; develops internal communication strategies and programs to increase employee acceptance of workforce diversity objectives.
7. Designs and executes special projects and strategies for increasing representation of protected class employees to meet Equal Employment Opportunity and Affirmative Action objectives; develops partnerships with community groups and agencies; reviews and consults with staff on recruitment and selection procedures for adverse impact and recommends alternative procedures as appropriate.
8. 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.

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Adopted: 10/05/08

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9. Performs other related job 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 eight years relevant experience, two of which must include experience conducting investigations into complaints and/or charges of discrimination, unlawful workplace harassment or retaliation and four 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 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 four of which includes professional experience working in the area of equal employment opportunity or affirmative action; or four years as a MWD Senior Equal Employment Opportunity Analyst (effective through June 2015).

Required Knowledge of: Affirmative action, equal employment opportunity, and civil rights laws and regulations sufficient to translate into effective equal employment opportunity and affirmative action programs; public personnel management sufficient to provide direction and interpretation to staff related to equal employment opportunity and affirmative action issues and concerns; investigative and interviewing techniques; fundamentals of management, leadership, and human relations principles sufficient to maintain ongoing positive relationships; research techniques and investigatory procedures sufficient to conduct basic 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; maintain the organization's compliance with all reporting and other requirements; 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.

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

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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.

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.