



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EQUAL EMPLOYMENT COMPLIANCE AND POLICY COORDINATOR

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 66 Job #: Z59
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JOB SUMMARY

Responsible for recommending Equal Employment Opportunity (EEO) policies and procedures; developing and monitoring mandatory EEO training for managers and employees; assisting with EEO audits and regulatory compliance; and for reviewing third party contracts for temporary employees.

OVERSIGHT

Receives direction from the Human Resources Section Manager for Employee Relations/EEO.

JOB DUTIES

1. Recommends changes to EEO policies and procedures, Administrative Code, and related compliance documentation.
2. Generates reports (Affirmative Action Plan; Non-Discrimination Plan) and satisfies all EEO reporting requirements mandated by Federal, State, and Local agencies. This involves preparing extensive workforce data analysis.
3. Reviews and monitors all temporary employment worker and consultant contracts for adherence to time limits and regulation governing non-Metropolitan employees.
4. Handles employee complaints filed with outside agencies (DFEH, EEOC), including meeting with agency representatives, responding to agency inquiries, conducting investigations, and participating in mediation. Also assists employees and managers with the interactive process, as well as handling religious accommodations.
5. Develops and monitors mandatory training for managers and employees; meets with managers and employees as necessary to educate and promote the understanding and use of EEO services.
6. Conducts Outreach efforts for Recruitment. Includes developing and administering Outreach strategies, including working with national and local community-based organizations. Assists and provides input to HR Staffing on recruitment and selection tools.
7. Performs other related job duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited college or university and 12 years of increasingly responsible relevant experience, of which 4 years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and 10 years of increasingly responsible relevant experience, of which 4 years must have been in a management or supervisory position.

Required Knowledge of: All aspects of equal employment opportunity and diversity program issues which include, but are not limited to equal employment opportunity, affirmative actions and workforce diversity; statistical methods utilized in the presentation of management information; State and Federal law and regulations on civil rights; principles and practices of supervision, training, and performance evaluations; principles of organization, administration, and management; occupational groupings common to Metropolitan and local government; business, employment, and labor practices; and effective techniques of interpersonal relations and organizational development.

Required Skills and Abilities to: Confer with attorneys and managers to develop appropriate intervention strategies to address employment situations, which could potentially be viewed as individual or systemic discrimination if corrective action is not taken; manage internal investigations, formal fact-finding, and the discrimination complaint conciliation process; devise and direct special employment programs in support of equal employment objectives; adapt to an ever changing environment; persuade and negotiate; take initiative, reason logically, and be creative in developing and introducing new ideas, strategies, services, studies and projects; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; conflict resolution with controversial issues; analyze, develop, implement, and promote diversity and the related programs; manage and direct resources to ensure that high priority, volatile situations are dealt with quickly and effectively; identify and interpret technical and numerical information; hire, supervise, train, and evaluate assigned staff; conduct surveys, analyze data, and effectively propose solutions to problems encountered; and establish and maintain effective working relationships with all staff.

Certificates, Licenses and Registrations Requirements:

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

Desirable Qualifications

Master's degree from an accredited college or university or Juris Doctor Graduate degree from an accredited law school

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.