

EQUAL OPPORTUNITY REPRESENTATIVE

PURPOSE: Develop and administer anti-discrimination programs for the City of Duluth to ensure equal opportunities for obtaining credit, education, employment, public accommodations, public services, and housing and real property.

FUNCTIONAL AREAS: Under direction:

1. Administer anti-discrimination programs.
 - * A. Implement policies and establish procedures to eliminate actual and potential discriminatory practices.
 - * B. Prepare budgets and grants proposals; and administer grants.
 - * C. Monitor and evaluate programs for effectiveness and for compliance with federal, state, and local regulations.
 - * D. Collect, analyze, and interpret demographic, discrimination, statistical and other relevant data.
 - * E. Design and implement reporting systems to measure the effectiveness of the City's human rights, equal employment opportunity, and anti-discrimination programs.
 - * F. Prepare and present oral and written reports as required.
 - * G. Serve as liaison between the City and the community and public and private organizations.
 - * H. Provide information to the community and public officials explaining the services and objectives of the Human Rights Commission and compliance office.
 - * I. Update department directors, supervisors, the Mayor, the City Council, the Human Rights Commission, and others on relevant laws and procedures.
 - * J. Lead training sessions related to human rights, equal opportunity, and anti-discrimination programs.
 - * K. Provide educational resources to public and private organizations, including pamphlets, brochures, and presentations.
 - * L. Supervise staff.
 - * M. Perform related tasks as required.

2. Investigate discrimination complaints.
 - * A. Develop, implement, coordinate, and evaluate a discrimination complaint process.
 - * B. Interview witnesses and collect, review, and analyze documents related to charges of discrimination.
 - * C. Prepare written reports and summaries of investigative activities.
 - * D. Present evidence obtained during investigations to the appropriate parties, and make recommendations for disposition of charges.
 - * E. Facilitate mediation or other alternative dispute resolution procedures between the complainant and respondent.
 - * F. Take other actions as necessary to secure compliance with city code and other laws and regulations.

JOB REQUIREMENTS

1. Education and Experience Requirements
 - ◆ A. A combination of education and experience which demonstrates proficiency in the knowledge, skills, and abilities listed below. (Experience must include office

management and grant writing experience.)

2. Knowledge Requirements

- ◆ A. Knowledge of federal, state, and municipal regulations related to human rights, equal employment opportunity, affirmative action, discrimination, and harassment.
- ◆ B. Basic knowledge of position classification techniques and procedures and statistical analyses as applied to various selection procedures.
- ◆ C. Knowledge of the causes and effects of unlawful discriminatory practices, including legal, economic, and social bases.
- ◆ D. Basic knowledge of budgetary practices and procedures.
- ◆ E. Knowledge of standard methods and procedures related to grant writing.
- ◆ F. Basic knowledge of legal contract principles.
- ◆ G. Knowledge of effective office management principles and practices.
- ◆ H. Knowledge of effective supervisory principles and practices.
- ◆ I. Knowledge of problem-solving and conflict resolution techniques.
- ◆ J. Knowledge of interviewing methods.
- ◆ K. Knowledge of investigation techniques and procedures.

3. Skill Requirements

- ◆ A. Skill in supervising subordinates.
- ◆ B. Skill in grant writing and administration.
- ◆ C. Skill in conducting investigations and interviews.

4. Ability Requirements

- ◆ A. Ability to collect, assemble, analyze and evaluate statistics and other relevant data to draw sound conclusions in order to effectively solve problems and to make recommendations.
- ◆ B. Ability to read and interpret government documents, laws, contracts, and other related information.
- ◆ C. Ability to create and maintain record keeping systems and to maintain detailed records.
- ◆ D. Ability to communicate effectively orally and in writing, including the ability to speak before large audiences.
- ◆ E. Ability to maintain confidentiality.
- ◆ F. Ability to prioritize work and to meet deadlines.
- ◆ G. Ability to exercise good judgment and to maintain composure under pressure and in crisis situations.
- ◆ H. Ability to establish and maintain effective working relationships with co-workers, the public, and elected and appointed officials.
- ◆ I. Ability to work cooperatively with persons of diverse economic, social, and ethnic backgrounds.

- * Essential functions of the classification
- ◆ Requirements necessary on the first day of employment

NOTE: This is not a Civil Service classified position.

HR: JA 20011120	Union: NREP	EEOC: Professionals	CSB: N/A	Class No: 6005 (NREP)
WC: 8810	Pay:	EEOF: Admin/Finance	CC: N/A	Resolution: