



EEO/ADA SPECIALIST

Department: Human Resources
Job Class #: 384800
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is varied professional and technical work in the area of equal employment opportunity (EEO), Americans with Disabilities Act (ADA) compliance and reasonable accommodation and cultural diversity. Employees in this classification investigate, process, and recommend resolutions to various complaints of discrimination, harassment and other violations of federal and state civil rights laws.

ESSENTIAL FUNCTIONS:

- Receive complaints of violations of various equal employment opportunity, civil rights laws, or other unlawful acts of discrimination.
- Interview complainants, respondents, supervisors, witnesses, and others as well as reviewing various pertinent files.
- Investigate, determines validity of the charge(s), recommends resolution and impact, drafts findings and responses, and maintains appropriate reports and documentation.
- Review, research and coordinate timely responses to notices filed by regulatory agencies such as the Federal Equal Employment Opportunity Commission and Washington State Human Rights Commission.
- Assist departments with ADA compliance and reasonable accommodation requests.
- Review medical documentation to determine and recommend accommodation needed.
- Research essential job functions and requirements of possible classifications, makes recommendations as to job restructuring, job transfer, equipment modification, work schedule change, etc. for employees and applicants with known physical, sensory, and mental disabilities.
- Ensure compliance with accommodation efforts and drafts and maintains appropriate correspondence and documentation.
- Maintain and coordinate the County's labor statistics on hiring and recruitment goals and objectives.
- Advise departments of ongoing status and promotes for additional effort in achieving goals.
- Perform outreach activities in support of County recruitment strategies such as participating in community based organizations, career/job fairs, professional organizations and other civic activities.
- Prepare routine and ad-hoc EEO regulatory reporting necessary for County to remain eligible for federal and state grant funding.
- Review, research and process Humanitarian Catastrophic Leave (CAT) requests.
- Research sick leave usage information, reviews medical documentation, prepares packet for CAT leave committee meeting, and finalizes and maintains correspondence and documentation.
- Assist with oversight of FMLA leave requests which includes review of request and doctor's medical information.
- Assist with finalizing process on request and maintains appropriate documentation.
- Analyze personnel rules and guidelines for compliance with state and federal standards and drafts or recommends changes or new policies and procedures as appropriate.

ESSENTIAL FUNCTIONS: (continued)

- Advise departments, employees and general public regarding interpretations and procedures.
- Provide technical assistance to applicants, employees, and department management and County officials on issues related to EEO, ADA reasonable accommodation, workplace diversity, and other related matters.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends or holidays.

OTHER JOB FUNCTIONS

- Perform other related duties as required.
- Audit County bulletin boards for compliance with posting requirements from state and federal statutes.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the administrative direction of the Director of Human Resources or the Labor Relations Manager and is reviewed through regular contact, conferences, reports, and success of the programs and services. This job class is a specialized area of work and does not supervise others.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed primarily in an office environment on a daily basis. Travel to various worksite locations may be required. Work is generally completed on a regular scheduled basis, however, attendance at meetings or completion of work outside the normal schedule maybe required. Extended periods of concentration and sedentary work are required. Work is subject to normal office noise and is subject to frequent interruptions.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of the position. Physical requirements include: finger dexterity to use and operate a personal computer and other office equipment; verbal and written communication skills; eye sight to read various documents, forms and reports and observe work being performed by other employees. Driving to various work sites or meeting locations is required on a frequent basis. Minimal lifting is associated with this classification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of human resource management in the areas of EEO, ADA compliance and reasonable accommodations, classification and job analysis, and other related matters.
- Federal, state, and local laws and regulations pertaining to EEO, ADA compliance and reasonable accommodation, and other related matters.
- Investigative procedures and practices.
- Organization, function, and activities of County departments and positions.
- Record keeping techniques and requirements.

KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skill in:

- Use of office software including word processing, spreadsheet applications, and other database systems.

Ability to:

- Analyze and apply developments in EEO, ADA and other job related requirements.
- Analyze and resolve problems in logical manner.
- Analyze statistics and conduct mathematical calculations.
- Establish and maintain effective working relationships with applicants, employees, management, and regulatory agencies
- Work under stress and pressure and respond to crisis or emergency situations.
- Make critical decisions involving complex technical issues that may impact financial impacts on employees, and making recommendations based upon interpreting policies, procedures, and regulations pertaining to ADA, EEO, and Family Leave.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four year college or university with major course work in personnel or human resource management or a closely related field. Four or more years of professional experience directly related to the duties of the position. Additional professional experience may substitute for the recruiting requirements.