

**EQUAL RIGHTS COMPLIANCE SPECIALIST (DOE)** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Disseminates DOE policies, regulations, and/or related EEO training materials.

Provide advisory services to DOE offices, schools and programs in relation to the development of educational programs regarding equal employment opportunity.

Reviews and oversees the standardized record archival of all incoming discrimination complaints, training schedules as well as internal and external information requests.

Assists in preparing, developing and conducting EEO training programs for DOE staff. Supports training needs and the design and development of new programs.

Assists in preparing and/or creating training materials such as newsletters, advisories and/or manuals for school or centrally based staff use.

**Assignment Level II** (See Special Note under Qualification Requirements)

Under general supervision, with latitude for independent initiative and judgment, performs professional equal rights compliance work of more than ordinary difficulty and responsibility, including the following:

**Examples of Typical Tasks**

Responsible for supervising and/or administering all the duties and responsibilities of Level I above. Plans, assigns and reviews the work of subordinates. Plans, develops and conducts in-service training programs.

Assists in the preparation, dissemination and implementation of rules, regulations, procedures and guidelines related to the review of internal complaints of alleged discrimination pursuant to federal, state and city laws and applicable DOE regulations.

EQUAL RIGHTS COMPLIANCE SPECIALIST (DOE) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Serves as a liaison between agency and non-agency entities that request compliance case information.

Reviews and analyzes the DOE affirmative action/equal employment opportunity annual programs and quarterly reports; provides technical assistance in program implementation through on-site compliance reviews; trains agency personnel in all relevant equal employment opportunity laws and regulations.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in one or more of the fields of equal employment opportunity, human rights, community relations, law, social services, education, investigation, human resources or public relations.
2. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and seven years of full-time satisfactory professional experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization.

Special Note

To be eligible for placement in Assignment Level II, individuals must have, in addition to meeting the minimum qualification requirements, one year of supervisory experience in one of the fields listed in "1." in the above Qualification Requirements, or one year of experience as an Equal Rights Compliance Specialist – AL I.

**EQUAL RIGHTS COMPLIANCE SPECIALIST (DOE)**

**Duties and Responsibilities**

This class of positions encompasses professional and progressively responsible equal rights compliance work that includes case research and investigation, employee training and orientation, promulgation of guidelines and the preparation and dissemination of mandated equal employment opportunity reports in the New York City Department of Education (DOE). There are two Assignment Levels within this class of positions. Incumbents perform related work.

**Assignment Level I**

Under supervision, with some latitude for independent initiative and judgment, performs professional equal rights compliance work, including the following:

**Examples of Typical Tasks**

Conducts in-office and field investigations of complaints received from DOE employees, parents of students, students and/or applicants and the public-at-large. Conducts independent investigations of possible discrimination practices.

Interviews complainants, converting oral allegations into written form, where necessary. Where possible, may attempt to mediate complaints of discrimination regarding the protected classes under the federal, state and city laws.

Analyzes complaints and develops investigatory plans that include the conduct of fact-finding conferences and interrogatories. Obtains information to assist in the resolution of complaints through investigation and conciliation.

Formulates agency policy and program recommendations to eliminate discrimination and maintain equal opportunity by effecting compliance with policies and laws against discrimination.

EQUAL RIGHTS COMPLIANCE SPECIALIST (DOE) (continued)

Direct Lines of Promotion

None. This class of position is classified in the Non-Competitive class.