

*Code: 1565*

*Title: EEO COORDINATOR-SHERIFF'S DEPARTMENT*

**SUMMARY:** Provides direct support to the Sheriff's Department employees, command, management and supervisory staff by conducting Equal Employment Opportunity (EEO) investigations, training and staff/employee mediation and counseling. This classification also provides pro-active assessments and recommendations for Departmental compliance with EEO, affirmative action and related programs and policies. It is distinguished from the County's EEO Officer classification by its greater autonomy and broader scope of duties and responsibilities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Conducts internal investigations of allegations of discrimination complaints;  
Interviews employees, complainants, witnesses, supervisors, command/management staff and documents same, to include drafting of affidavits as needed;  
Researches and drafts for Sheriff's approval and signature the formal Departmental responses to allegations of discrimination, harassment or misapplication of Merit System Rules or related personnel/administrative policies;  
Confers as necessary with the Department's Employment Attorney, and provides requested materials to same;  
Develops independently or in concert with the County Office of Civil and Employment Rights (OCER), the curriculum, lesson plans and related educational materials for the conduct of initial and recurring staff/employee training in EEO and related topics, and distributes such materials to Department employees;  
Conducts and documents formal training of Departmental employees in EEO and related issues;  
Hears and acts to resolve, mediate or reconcile formal and informal complaints by Department employees regarding disputes between supervisors and staff, between co-workers or between supervisors and refers parties to other County resources for assistance as needed;  
Reviews selection/promotion board/panel candidate questions for propriety and recommends needed changes to assure compliance with EEO and related program directives;  
Maintains security and confidentiality of all sensitive materials and information encountered in course of duties;  
Reviews case files, reports, current and proposed policies and procedures and other Departmental directives and makes recommendations for change to assure Department compliance with EEO and related laws, regulations and like directives;  
Compiles, analyzes and reports special periodic and recurring statistical information, analysis of Departmental compliance with EEO, affirmative action and related programs for command/management staff attention and action;  
Coordinates development, maintenance and production of program-specific reports and analyses from Departmental programs, databases and records with Departmental/County information services providers;  
May serve as EEO Representative on Departmental selection/promotion boards/panels;  
May assist Internal Affairs (AI) investigators in their investigations when EEO or related issues may be elements of the allegations or investigation.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Sheriff's Department organization, policies, operational, administrative and personnel policies/procedures;
- County Law Enforcement Merit System Rules and Personnel Policies;
- County Merit System Rules and Personnel Policies;
- applicable Federal and State statutes, laws, rules and regulations for EEO, and affirmative action programs;
- principles and techniques of mediation and alternative dispute resolution;
- principles and techniques of conducting formal and informal training.

Skill in:

- mediation of disputes;
- interpretation and application of Federal, State and County EEO and like guidance;
- interviewing Departmental employees;
- documenting interviews, investigations and related activities;
- gathering and analyzing information and developing recommendations for command/management staff action;
- maintaining security and confidentiality of all sensitive materials and information encountered in performance of duties;
- maintaining and preparing case files, records and related administrative materials in manual, automated or computer-based systems;
- communicating effectively orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER

(1) A Bachelor's degree from an accredited college or university with a major in public administration, business administration, management or human resources management and two years of full-time experience conducting EEO or employee grievance investigations.

(A Master's degree from an accredited college or university in one of the above disciplines may substitute for one year of experience.)

OR

(2) Graduation from an accredited law school and one year of full-time experience conducting EEO or employee grievance investigations.

OR

(3) One year of experience with Pima County as an Employment Rights Compliance Officer.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a current Arizona Class D Drivers License.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement authorities due to need for access to law enforcement and correctional facilities, property and associated sensitive and confidential information, documents, communications, databases and personnel records.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.