



## **City of Phoenix**

# **DEPUTY EQUAL OPPORTUNITY DIRECTOR**

**JOB CODE 06770**

Effective Date: 02/2014

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to assist the Equal Opportunity Director in promoting and enforcing equal opportunities for city employees and the public through education, community involvement, and enforcement and compliance programs and policies as set forth by the City Manager, Mayor and City Council. Duties include managing a variety of business relations issues relating to small and disadvantaged business enterprises, such as making determinations on certifications, monitoring the use of subcontractors, and mediating and resolving subcontractor issues. Incumbents serve as acting Director in the Equal Opportunity Director's absence. Work is performed with considerable independence, initiative, and widest possible latitude for the exercise of professional judgment. Work is performed under the general direction of the Equal Opportunity Director.

### **ESSENTIAL FUNCTIONS:**

- Supervises investigation and resolution of in-house and external discrimination complaints;
- Supervises business relations activities and programs relating to small and disadvantaged business enterprises;
- Explains equal opportunity policies, procedures, and regulations to City employees and community members;
- Directs research and develops procedural and policy recommendations;
- Reviews and edits department's requests for grants;
- Plans and directs work of professional staff involved in developing, implementing, and administering comprehensive equal opportunity programs;
- Supervises the drafting of equal opportunity regulations and ordinances;
- Identifies changing equal opportunity needs and problems within the City;
- Advises the Director on equal opportunity trends and problems;
- Enforces city ordinances relating to Fair Employment; Housing and Public Accommodation; and Contractors, Vendors and Suppliers;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Intergroup dynamics and conflict resolution.
- City, state, and federal civil rights laws and regulations.
- Principles and practices of supervision and personnel administration.

Ability to:

- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Perform research on issues pertaining to equal opportunity.
- Work cooperatively with others.
- Communicate orally in the English language with customers, clients, and the public using a telephone, and in group and face-to-face, one-to-one settings.
- Perform a broad range of supervisory responsibilities over others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of professional-level experience in equal opportunity, small and disadvantaged business enterprise certification and goals compliance, or investigations of fair housing or employment discrimination complaints, and a bachelor's degree in public or business administration, sociology, personnel, political science or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.