

EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY OFFICER

The City of Harrisburg is seeking a candidate to fill the role of Equal Employment Opportunity and Diversity Officer in the Office of the City Solicitor. The Equal Employment Opportunity and Diversity Officer is a highly sensitive and confidential management position that requires the ability to exercise sound and independent judgment. This position is charged with the monitoring of City Government services and business practices to ensure that the City of Harrisburg is following federal and state anti-discrimination laws and regulations relating to equal opportunity and affirmative action. Executes and assesses the City of Harrisburg's affirmative action/equal opportunity program to ensure a diverse, conflict-free workplace and increases the participation of minorities, women, individuals with disabilities and other protected classes. Monitors recruitment and employment practices; investigates and resolves complaints of workplace violence, discrimination and/or harassment and recommends corrective actions. Develops, organizes and administers procedures to assist in the recruitment of public safety personnel that more accurately reflect the demographics of the City of Harrisburg. This position provides administrative leadership for programs which advance the understanding of how workforce diversity ensures excellence. Attends internal and external job interviews as needed. Attends various meetings, grievance hearings and arbitrations as required. Serves as a resource for the Director of Human Resources. Work is performed under the direct supervision of the City Solicitor. This is a management, FLSA-exempt position.

Applicants must possess a bachelor's degree in public administration, social sciences, human resources, psychology, or related field; five years of directly related professional experience in a responsible affirmative action/equal opportunity role which placed considerable emphasis on complaint investigation, problem resolution, policy analysis/development and program/plan development and administration; and experience in equity, public affairs, government or public policy management. Other combinations of training and/or experience which result in possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered. Valid Pennsylvania Driver's License, Class C or equivalent is also required.

The annual salary range is \$54,000 to \$57,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

**EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY OFFICER –
OFFICE OF THE CITY SOLICITOR****GENERAL STATEMENT OF DUTIES:**

The Equal Employment Opportunity and Diversity Officer is a highly sensitive and confidential management position that requires the ability to exercise sound and independent judgment. This position is charged with the monitoring of City Government services and business practices to ensure that the City of Harrisburg is following federal and state anti-discrimination laws and regulations relating to equal opportunity and affirmative action. Executes and assesses the City of Harrisburg's affirmative action/equal opportunity program to ensure a diverse, conflict-free workplace and increases the participation of minorities, women, individuals with disabilities and other protected classes. Monitors recruitment and employment practices; investigates and resolves complaints of workplace violence, discrimination and/or harassment and recommends corrective actions. Develops, organizes and administers procedures to assist in the recruitment of public safety personnel that more accurately reflect the demographics of the City of Harrisburg. This position provides administrative leadership for programs which advance the understanding of how workforce diversity ensures excellence. Attends internal and external job interviews as needed. Attends various meetings, grievance hearings and arbitrations as required. Serves as a resource for the Director of Human Resources. Work is performed under the direct supervision of the City Solicitor. This is a management, FLSA-exempt position.

JOB LOCATION/EQUIPMENT:

Work is performed at the City Government Center during weekdays from 8:00 a.m. to 5:00 p.m. Evening, weekend, holiday and off-site work may be required. Work involves the use of a variety of office equipment such as a computer, scanner and printer, copy machine, fax machine, telephone and other technological and research devices.

ESSENTIAL FUNCTIONS:

Oversees the City's equal opportunity/affirmative action programs, monitoring personnel transactions (recruitment, selection, hiring, promotions, transfers, terminations) to ensure equal opportunity and non-discrimination. Provides guidance and technical support to all City departments with regard to policies and compliance issues. Develops and implements systems to evaluate and monitor all relative policy and program efforts. Conducts analyses to identify issues and consults with policy makers, managers and/or designee in order to develop responsive action plans. Identifies and reports areas of non-compliance and/or performance deficiencies to initiate corrective action. Creates or enhances existing policies and procedures relating to the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), non-discrimination and anti-harassment, complaint investigations, sexual orientation/preference, workplace violence, etc. Conducts investigations of complaints under the City's Workplace Violence and Non-Discrimination and Anti-Harassment Policies, including identifying, coordinating and

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interviewing relevant parties, identifying and performing in-depth analysis of issues, preparing investigative reports and maintaining case files. Counsels complainants and explains appeal rights of external compliance agencies and departmental representatives for appropriate actions. Monitors compliance with various state and federal anti-discrimination statutes, including the Pennsylvania Human Relations Act (PHRA), Title VII of the Civil Rights Act, FMLA and ADA. Communicates findings to the Director of Human Resources and department representatives. Develops resource materials and conducts training activities on local, state and federal requirements and other issues relative to civil rights compliance (e.g., racial/sexual harassment, equal employment laws, civil rights regulations, City affirmative action plan, cultural awareness, human relations, etc.). Analyzes work force and labor market statistics to assess representation in various job categories. Develops partnerships between City Government, organizations and community groups. Works closely with senior managers and staff, community leaders, private and public sector partners and policy makers to advance the City's goals to foster social equity. Engages in outreach activities. Assists with public events and speaking engagements. Serves as City's liaison to the Pennsylvania Human Relations Commission (PHRC), City leadership, outside organizations, educational institutions and community groups; acts as staff to the board-appointed Harrisburg Human Relations Commission. Maintains an up-to-date knowledge of related legislation, policies and guidelines to provide professional consultation and technical assistance. Establishes and maintains effective working relationships with City employees, community organizations, various agencies, groups and the public. Completes all assignments in an efficient, consistent and timely manner. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition that includes not being under the influence or impaired by the use of alcohol and/or drugs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of affirmative action and equal employment opportunity.
- Knowledge of diversity programs and issues in local government.
- Thorough knowledge of relevant laws, rules and regulations relating to equal opportunity, affirmative action, diversity, FMLA and ADA.
- Ability to thoroughly and equitably organize and conduct effective investigations, prepare concise and cogent written analyses of complaints and make recommendations for management action.
- Ability to develop and present effective training and educational programs to a variety of audiences on a full range of EEO/AA and diversity topics.
- Ability to provide leadership and demonstrated success in program initiation, development and implementation through effective collaboration with other offices and individuals.
- Ability to analyze and address complex issues.

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- Ability to maintain a high level of confidentiality.
- Ability to conduct related operational and statistical demographic analysis inherent in EEO/AA program development and administration.
- Ability to generate statistical analyses, tables, and other reports.
- Ability to develop and prioritize project schedules and meet deadlines.
- Ability to exercise discretion, use sound judgment and act in a professional and courteous manner with supervisors, peers and the public.
- Ability to communicate effectively both orally and in writing.
- Demonstrated recruitment, management, conflict resolution, and analytical skills, as well as, a demonstrated commitment to diversity and equity.
- Working knowledge of Microsoft Office applications.

QUALIFICATIONS:

A bachelor's degree in public administration, social sciences, human resources, psychology, or related field; five years of directly related professional experience in a responsible affirmative action/equal opportunity role which placed considerable emphasis on complaint investigation, problem resolution, policy analysis/development and program/plan development and administration; and experience in equity, public affairs, government or public policy management. Other combinations of training and/or experience which result in possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered. Valid Pennsylvania Driver's License, Class C or equivalent.