

City and County of San Francisco  
Carol Isen  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
www.sfdhr.org


**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: September 27, 2022

Re: **Notice of Proposed Classification Actions – Final Notice No. 4 FY 2022/2023 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective September 27, 2022.

Carol Isen  
Human Resources Director

by:   
Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Sue Hwang, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: C123**

**Job Code: Equal Employment Opportunity Programs Senior Specialist**

**DEFINITION**

Under general direction, C123 Equal Employment Opportunity Programs Senior Specialist performs difficult and responsible professional activities in the areas of monitoring, program planning, evaluation and implementation of the San Francisco Community College District's Equal Employment Opportunity (EEO) Program. Positions at this level are distinguished by their responsibility for total program direction of the District's EEO Program.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

Supervises professional and other EEO staff in the San Francisco Community College District.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Receives, conducts and supervises the review, investigation, and settlement of discrimination complaints by utilizing mediation and investigation techniques. Prepares detailed investigative reports. Implements procedures to respond to internal and external complaints or allegations regarding unlawful discrimination, harassment, and/or retaliation.. Participates in depositions in coordination with District Counsel or outside counsel.
2. Interprets and explains Federal, State, local and other policies and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and the public.
3. Develops, designs, coordinates, provides technical assistance and implements a comprehensive compliance program for the District, including but not limited to EEO, sexual harassment and prevention training, Americans with Disabilities Act (ADA), Title 5, Title IX, DFEH regulations, workforce diversity, and other areas as necessary.
4. Oversees, develops, and amends EEO policies and procedures including Title IX and ADA to ensure the District's policies and procedures are up to date.
5. Serves as the District's Title IX Coordinator and Compliance Officer. Serves as 504/ADA Officer for District employees. Provides training pertaining to requirements for District-related Title 5 and Title IX Sexual Harassment and other related trainings. Coordinates with multiple units to address issues.
6. Directs the compilation of periodic reports of the Community College District's workforce by collecting, compiling and analyzing data (such as applicant flow, referral and appointment, workforce composition and demographics data) pertinent to EEO; oversees, directs and provides training in the analysis of workforce utilization. Provides updates and reports to Administration and Board of Trustees.
7. Oversees and provides technical assistance to District administration on ADA in compliance with Federal, State and local laws.

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8. Coordinates, monitors, and directs the implementation of the Equal Employment Opportunity Plan which includes policies, goals, time-tables and reporting systems to ensure compliance with Federal, State, and local EEO laws, regulations and guidelines.
9. Monitors employment processes to ensure that the District's hiring is in compliance with State and Federal Equal Opportunity, non-discrimination regulations.
10. Works with Vice Chancellor or Associate Vice Chancellor of Human Resources to design recruitment efforts that result in a broad pool of diverse, qualified applicants for District employment opportunities.
11. Ensures that District Search Committees are provided training such that Equal Employment Opportunity is provided to all qualified applicants.
12. Serves as the District's representative and liaison to public agencies and the public regarding access issues related to State and Federal accessibility codes and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Federal, State and local laws, pertaining to equal employment opportunity, including the Uniform Guidelines on Employee Selection Procedures, Title XI of the Civil Rights Act of 1964 as amended, Executive Order 11246, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Age Discrimination in Employment Act, Rehabilitation Act of 1973 Sections 503 and 504, California Fair Employment Act and Department of Fair Employment and Housing (DFEH) regulations, Genetic Information Non-Discrimination Act (GINA); Techniques of mediation, investigation, and fact-finding employment discrimination standards; principles of public personnel management.

Ability or Skill to: Supervise the work of other employees; Understand, interpret and apply applicable rules, regulations, and laws pertaining to EEO/affirmative action; recognize and respond to issues of a sensitive nature; verbally communicate tactfully and effectively on highly emotionally charged interactions; communicate effectively both orally and in writing with employees, applicants, other agencies, the public and before boards and commissions; recognize and gather pertinent information, analyze evidence and reach sound, logical, and supportable conclusions; compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data; create persuasive written reports that clearly present a thorough analysis of the evidence with a conclusion that is strongly supported by the evidence; establish and maintain cooperative working relationships with city and county managers, employees, employee representatives, peers and members of the public; multi-task and adjust to changing priorities; use information technology to communicate, analyze and maintain data effectively; perform basic mathematical computations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

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Possession of a baccalaureate degree from an accredited university or college.

Experience:

Three (3) years of professional human resources experience in one or more of the following activities: Equal Employment Opportunity (EEO), employee and/or labor relations, or human resources operations; one (1) year of which must have been in performing work in the area of Equal Employment Opportunity.

License and Certification:

Substitution:

Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year. Possession of a Law degree or Master's degree in Public Administration/Public Policy, Personnel Administration, Human Resources Management, or Business Administration may be substituted for one (1) year of the required professional human resources experience, but may not substitute for the required one (1) year of Equal Employment Opportunity (EEO) experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 09/27/2022  
**AMENDED DATE:** mm/dd/yy: 2-digit year if after 1999; 4-digit if before 2000  
**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*  
**BUSINESS UNIT(S):** SFCCD