

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 4
Fiscal Year: 2022/2023
Posted Date: 09/06/2022
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	C123	Equal Employment Opportunity Programs Senior Specialist

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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/XX/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