

**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: 29
Fiscal Year: 2022/2023
Posted Date: 06/29/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	1233	EEO Programs 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
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: 1233 EEO Programs Specialist
Job Code: 1233**

DEFINITION

Under general supervision, 1233 Equal Employment Opportunity Programs Specialist performs professional activities in the areas of monitoring, program planning, evaluation and implementation of the Department of Human Resources' or a major City department's Equal Employment Opportunity (EEO) Program. This is the professional journey-level position in the EEO series.

DISTINGUISHING FEATURES

1233 Equal Employment Opportunity Programs Specialist is distinguished from the 1231 Equal Employment Opportunity Programs Senior Specialist by the latter's supervisory responsibility and/or broader range of EEO-related duties in a major City department.

SUPERVISION EXERCISED

None

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. Conducts the review, investigation, and settlement of discrimination complaints filed by utilizing mediation and investigation techniques in consultation with the City Attorney's Office and the Department of Human Resources EEO Director.
2. Interprets and explains Federal, State, local and other policies and procedures on EEO and related disability statutes in response to inquiries from departments, employees, applicants and the public.
3. Develops, designs, coordinates, provides technical assistance, and delivers training programs for departments in EEO, sexual harassment prevention training, Americans with Disabilities Act (ADA) and related disability statutes, workforce diversity, and other areas as necessary.
4. Develops, amends and monitors EEO and related policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA) and ADA.
5. Compiles periodic reports of the City's or a department's workforce by collecting, compiling and analyzing data (applicant flow, referral and appointment, workforce composition and demographics data) pertinent to EEO.
6. Provides technical assistance to departments on ADA and related disability statutes in compliance with Federal, State and local laws.
7. Reviews, evaluates and processes City-wide/Department reasonable accommodation requests in compliance with Federal, State and local laws.

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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 VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments of 2008, 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); Principles and techniques of mediation, fact-finding and investigation required to resolve complaints; Employment discrimination standards; principles of public personnel management; and training methodologies and techniques.

Ability or Skill to: Apply Federal, State and local laws, pertaining to equal employment opportunity; Verbally communicate tactfully and effectively in 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 form logical 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 presented with a conclusion that is strongly supported by the evidence; Multi-task and adjust to changing priorities; Speak in front of large groups effectively and persuasively; 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:

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

Experience:

~~One (1) year of professional human resources experience in one or more of the following activities: EEO, employee and/or labor relations, or human resources operations.~~

License and Certification:

Substitution:

~~Additional~~ **Professional human resources experience in one or more of the following activities as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis: EEO, employee and/or labor relations, or human resources operations.** Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.

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~~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 experience.~~

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1231 Equal Employment Opportunity Programs Senior Specialist

ORIGINATION DATE: 03/15/1978

AMENDED DATE: 11/02/1992 (Amended & Retitled); 07/30/01; 04/15/11;
01/11/12; 06/26/18; XX/XX/XXXX

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA