



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Equal Employment Manager**

An Equal Opportunity Employer

SALARY

\$48.57 - \$63.73 Hourly \$3,885.60 - \$5,098.40 Biweekly

ISSUE DATE: 12/22/21

FINAL FILING DATE: 02/06/22

THE POSITION

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment.

PERS retired annuitants or individuals currently receiving CalPERS Retirement Benefits are not eligible to apply.

IDEAL CANDIDATE

The City of Sacramento's Human Resources Department is seeking a knowledgeable and experienced Equal Employment Manager. The Equal Employment Manager administers the City's Equal Employment Opportunity (EEO) Program for the City, which includes enforcing the EEO-related policies.

The successful candidate will have the ability to analyze and interpret EEO laws, rules, regulations, and policies as well as investigate potential violations of the Equal Employment Policy. The ideal candidate will possess knowledge to investigate the most complex EEO allegations in a public sector setting. Such investigations shall be able to stand up to scrutiny during hearings and arbitrations. Additionally, the ideal candidate will be a team player who is experienced supervising a subordinate EEO investigator. Further, the ideal candidate shall have the tact and professionalism to deal with complaining parties, witnesses, responding parties, union-representatives, high-level management, elected officials, and representatives from the Department of Fair Employment and Housing (DFEH) and Equal Employment Opportunity Commission (EEOC) or other external agencies. Since the successful candidate will give presentations, effective public speaking skills is required. Finally, the ideal candidate must have the ability to multi-task, work independently, and effectively prioritize and manage their workload.

DEFINITION

Under general direction, supervise, develop, administer, monitor and implement the City's Equal Employment Opportunity (EEO) program; recommend and develop policies and procedures; review compliance; resolve complaints; prepare a variety of statistical and narrative reports; advise and assist departmental personnel on EEO matters; direct the activities of subordinate staff; and perform related duties as required .

DISTINGUISHING CHARACTERISTICS

This is a single-position classification that supervises and manages the City's Equal Employment Opportunity program. The Equal Opportunity Manager is responsible for administering the equal opportunity program, including developing, explaining, interpreting, coordinating, and enforcing policies and methods, and for assisting with the origination and development of policy and

determining the regulatory basis. Responsibilities include extensive personal contact with management, employees, and human rights agencies.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by higher-level management staff. Responsibilities may include supervision of professional, administrative, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential functions may include, but are not limited to, the following:

- Coordinate, supervise and direct the daily operations of the City's Equal Employment Opportunity program.
- Conduct and supervise the investigation, respond to and settle discrimination complaints filed directly by individuals or through governmental agencies by applying mediation and investigation techniques in consultation with the City Attorney's Office.
- Interpret and explain Federal, State, local and other policies and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and the public.
- Supervise and direct the compilation of 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; supervise, direct and provide training in the analysis of workforce utilization.
- Select, supervise, train and evaluate professional, technical and clerical personnel.
- Develop, implement, and revise the City's EEO Plan; develop and recommend policies and procedures for the implementation of the plan; monitor and evaluate the adequacy and effectiveness of the policies and procedures used to implement the EEO Program
- Review laws, legislation, rules, regulations and court decisions; evaluate impact on agency rules, policies and practices; recommend alternatives, corrections, or remedial actions necessary to maintain an effective EEO program.
- Provide guidance, technical assistance, counseling, and training to Department managers and employees on EEO matters; advise Human Resources and department managers on underutilization and assist in developing plans to actively recruit from underutilized groups.
- Represent the City with Federal, State, local agencies, and community groups regarding EEO/ compliance, complaints, reviews, and investigation.
- Conduct surveys and research; compile and analyze data; prepare complex narrative and statistical reports; may supervise professional, administrative, or clerical staff.

MARGINAL FUNCTIONS

- Performs other or related duties as assigned.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

Knowledge of:

- Federal, State, and local legislation pertaining to EEO programs and practices.
- EEO and labor relations case law and regulations.
- Discrimination complaint investigation techniques.
- Principles and practices of public administration, governmental budgeting, supervision, personnel administration, analytical procedures, and modern office management methods

and practices.

- Principles and methods of recruitment, selection, and upward mobility of employees.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training and performance evaluation.
- Theory and principles of statistics and its practical applications.
- Strategic work plans and program evaluation.
- Use of computers, computer applications, and software.

Ability to:

- Collect and analyze large volumes of data and reaching a conclusion supported by research.
- Analyze complex problems and identifying alternative actions and solutions.
- Build a consensus among parties with competing or conflicting interests.
- Present ideas effectively verbally and in writing.
- Elicit information and effectively listening.
- Counsel employees and resolve problems.
- Interpret and apply regulatory practices, rules, and policies to factual situations.
- Conduct investigations and write clear, concise reports.
- Gather, interpret, analyze, and evaluate data.
- Identify ramifications of decisions, anticipate problems, and take proactive action.
- Supervise professional and clerical staff.
- Establish and maintain effective working relationships with people of diverse backgrounds, both internal and external to the organization.
- Meet deadlines in a highly political environment.
- Identify organizational and operational problems, analyze problems, and recommend appropriate solutions to problems.
- Work independently.

Experience and Training

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of professional experience implementing EEO programs, including at least one year as a program supervisor investigating complaints of discrimination.

Training:

Completion of a Bachelor's degree from an accredited college in public or business administration, personnel law, or a related subject.

PROOF OF EDUCATION

Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

License or Certificate

Possession of a valid California Class C Driver License at the time of appointment.

PHYSICAL/SENSORY REQUIREMENTS

On an intermittent basis, sit at a desk; twist to reach equipment surrounding desk; Occasionally

stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; write or use a keyboard to communicate and occasionally lift or carry weight of 25 pounds or less. Incumbents will travel to and participate in various meetings, programs and events throughout the City, which may involve exposure to traffic and weather conditions.

Requires effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 1. If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
 2. If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment.**

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee for further advancement in the selection process.

3. Screening Committee: (Pass/Fail) - All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

4. Interview Process: Human Resources will forward applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting and provide proof of receiving a complete COVID-19 vaccination. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #001139-21-HR
EQUAL EMPLOYMENT MANAGER

JW

Equal Employment Manager Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Screening Instructions: (<http://www.cityofsacramento.org/-/media/Corporate/Files/HR/Divisions/ECD/Application-Screening-Instructions.pdf?la=en>)
 Yes
- * 2. **PROOF OF EDUCATION:** I understand proof of education, such as, but not limited to, university/college transcripts and degrees should be submitted with my application and **will be required at the time of appointment.** Please refer to the City of Sacramento's Proof of Education Requirements (<https://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>) for information on accepted documentation.
 Yes
- * 3. **EDUCATION CONFIRMATION:** I attest I possess a Bachelor's degree from an accredited college in public or business administration, personnel law, or a related subject.
 Yes No
- * 4. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)
 Yes No
- * 5. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

- * 6. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**

Yes

- * 7. Describe your experience conducting discrimination/harassment/retaliation investigations, including preparing investigative reports.
- * 8. Describe your experience interviewing employees in an administrative setting who are represented by a labor organization (i.e., public or private sector employee union.)
- * 9. Describe your experience developing and providing EEO related training, including any presentations you may have given (i.e., anti-discrimination/harassment/retaliation).
- * 10. Describe your experience supervising subordinate investigators and/or employees.
- * Required Question