

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1483110**

<b>Equal Opportunity Specialist 1 (Compliance), Grade 18</b>	<b>1483110</b>
<b>Equal Opportunity Specialist 2 (Compliance), Grade 23</b>	<b>1483210</b>
<b>Equal Opportunity Specialist 3 (Compliance), M-1</b>	<b>1483310</b>
<b>Manager Equal Opportunity Compliance, NS</b>	<b>1483600</b>

Brief Description of Class Series

Positions in this series investigate and oversee the investigation of complaints of workplace discrimination filed with regard to the State workforce in Executive Branch agencies, departments, and certain public authorities. Incumbents work closely with human resources professionals, employee relations professionals, and counsel in State agencies, departments, and certain public authorities. Incumbents also perform activities to promote equality of opportunity and diversity and inclusion in the workplace, such as monitoring human resources and labor relations activities, overall employment conditions, and career opportunities of protected classes throughout the State workforce; provide guidance to agencies, departments, and certain public authorities on the application of complex laws and policies to sensitive employment situations; and may be required to testify or otherwise assist in a variety of proceedings including disciplinary arbitrations and litigation matters.

These positions are classified in the Office of Employee Relations.

Distinguishing Characteristics

*Equal Opportunity Specialist 1 (Compliance):* non-competitive; full performance level; performs tasks in one or more of the above cited functional areas. Incumbents investigate complaints of workplace discrimination, including challenges to the agency's processing or implementation of reasonable accommodations in small agencies or facilities. Investigations at this level are generally conducted in small executive-controlled agencies, departments, institutions, or facilities.

*Equal Opportunity Specialist 2 (Compliance):* non-competitive; advanced performance level; operates with a greater degree of independence in planning, organizing, and conducting investigations. Incumbents personally conduct investigations and may supervise Equal Opportunity Specialists 1 (Compliance).

*Equal Opportunity Specialist 3 (Compliance):* non-competitive; supervisory level; serves as first-level supervisor of Equal Opportunity Specialists 1 and 2 (Compliance). Incumbents personally conduct complex investigations requiring the greatest knowledge and interpretation of applicable policies, laws, rules, and regulations; and deliver training programs to the State workforce designed to prevent or remediate workplace discrimination.

*Manager Equal Opportunity Compliance:* exempt; managerial level; serves as an investigative team manager or assistant manager. Depending on the assignment, incumbents supervise a lower-level Manager Equal Opportunity Compliance, serving as assistant manager, or Equal Opportunity Specialist 3 (Compliance), serving as first-level supervisor.

### Related Classes

Equal Opportunity Specialists coordinate the implementation of diversity and inclusion, and equal opportunity activities at agencies; and evaluate the effectiveness of such programs and develop and institute corrective actions. They also investigate and resolve discrimination complaints; and make determinations on requests for reasonable accommodations consistent with State and federal laws. Positions in this series are found in various State agencies.

Human Resources Specialists (Labor Relations) administer an agency's disciplinary, grievance, and performance evaluation programs in accordance with the provisions of the various negotiating unit contracts and/or applicable laws, rules or regulations.

Minority Business Specialists develop and direct programs that encourage, facilitate, and monitor the participation of minority- and women-owned businesses in providing goods and services for publicly funded projects, programs, and agencies.

Compliance Specialists inspect job sites and monitor employer records to determine the compliance of contactors, consultants, unions, and other organizations receiving public funds for goods and services with rules, regulations, and statutes regarding the employment of underrepresented classes.

### Illustrative Duties

#### *Equal Opportunity Specialist 1 and 2 (Compliance)*

Performs the full range of tasks necessary to complete investigation of complaints of illegal workplace discrimination filed by executive branch employees:

- Develops and implements appropriate investigative strategies and ensures that the data necessary for successful conduct of investigations is properly gathered, documented, and preserved.
- Interviews witnesses, complainants, and subjects of investigations. Requests relevant documents.
- Completes reports of draft investigative findings and recommendations in relation to assigned cases.
- Participates in training programs to keep current on policy changes and investigative techniques.
- May be required to testify in a variety of proceedings including, but not limited to, disciplinary arbitrations.
- Equal Opportunity Specialists 1 (Compliance) may provide guidance and direction to less experienced staff, and Equal Opportunity Specialist 2 (Compliance) may supervise staff.

*Equal Opportunity Specialist 3 (Compliance)*

Serves as a first-level supervisor on a single Anti-Discrimination Investigations Division (ADID) investigation team, providing direction and guidance to subordinates on the conduct of assigned investigations. When personally conducting complex or sensitive investigations, performs all investigative tasks listed above for Equal Opportunity Specialists 1 and 2 (Compliance).

Makes recommendations to investigation team leaders regarding improvements or changes in operations.

Conducts pre-hire evaluation of Equal Opportunity Specialist 1 and 2 (Compliance) candidates.

Conducts employee performance evaluations.

Makes recommendations in matters concerning employee discipline and retention.

Delivers training programs designed to prevent or mitigate workplace discrimination.

*Manager Equal Opportunity Compliance*

Serves as an ADID investigative team manager and/or exercises executive leadership, direction, and judgment in the general conduct of ADID investigations; may provide guidance to agencies, departments, and certain public authorities on litigation of

discipline against employees for whom disciplinary action is recommended in the ADID investigation report.

- Oversees the supervision of investigative personnel or team leaders, including assignments, training, promotion, enforcement of internal procedures and controls.
- Assists subordinates in performance of duties, reviews cases with subordinates as appropriate and provides guidance and direction.
- Reviews investigative records to ensure that information is recorded in accordance with all operative policies and advances such records and reports.
- Monitors and ensures efficient use of ADID investigative resources.
- Reviews draft investigative reports and approves submission to ADID Counsel for review.
- Reviews, maintains and updates ADID staffing plan.
- Sets training and development standards for ADID investigative staff and ensures those standards are met.
- Works with the Special Counsel for Investigations to develop, review and approve ADID policies governing conduct of investigations.
- Monitors and ensures efficient use of ADID investigative resources.
- Manages investigations of alleged or suspected misconduct of investigative staff.
- Participates in development and/or review and approval of anti-discrimination training programs and resources.
- Provides guidance to state agencies on complex legal and policy interpretations as they pertain to sensitive employment issues.
- Represents ADID at professional meetings.

### Communication

Incumbents have frequent oral and written communications with employees at all levels, and others to investigate and mitigate illegal discrimination and to administer the ADID investigative program.

Within the agency, incumbents may act as technical advisors on certain aspects of the investigative process and summarize investigative findings to managers, supervisors, subordinates and ADID Counsel both verbally and in writing. Incumbents may interview candidates for vacant positions, counsel employees to improve performance problems, and advise employees on available benefits and career training opportunities. In addition, incumbents may conduct fact-finding actions in disciplinary and grievance cases.

Outside the agency, incumbents have frequent oral and written communications with executive branch employees including complainants, managers, agency human resources and labor relations professionals and agency counsel. Such communications often involve sensitive topics and require the utmost discretion.

### Supervision Exercised

Equal Opportunity Specialists 1 (Compliance) are supervised by a higher-level Equal Opportunity Specialist (Compliance) who makes assignments, gives instructions and guidelines, is available for advice and assistance, and reviews periodic reports and completed work for conformance to established standards. Equal Opportunity Specialists 1 (Compliance) may guide or train less experienced staff.

Equal Opportunity Specialists 2 (Compliance) perform duties requiring a high level of competence and generally work under broad guidelines from Equal Opportunity Specialist 3 (Compliance) or Manager Equal Opportunity Compliance, and may serve as supervisor or train staff. Equal Opportunity Specialist 3 (Compliance) supervise Equal Opportunity Specialist 1 and 2 (Compliance).

Managers Equal Opportunity Compliance serve as an investigative team manager or assistant manager. Incumbents ensure that procedures and operations of investigative staff are efficient and in conformance with applicable policies, rules, and regulations. Incumbents administer a program which reviews and guides investigative operations to ensure that proper investigative findings are reported to the Counsel for Investigations. Incumbents shape, formulate, and recommend substantial and significant investigative policies. Depending on the assignment, incumbents supervise a lower-level Manager Equal Opportunity Compliance, serving as assistant manager, or Equal Opportunity Specialist 3 (Compliance), serving as first-level supervisor.

### Minimum Qualifications

#### *Equal Opportunity Specialist 1 (Compliance)*

Non-competitive: six years of experience\* in an equal opportunity, diversity and inclusion, minority business, employment compliance, human resources, labor relations or training position.

*Equal Opportunity Specialist 2 (Compliance)*

Non-competitive: seven years of the experience\* described for Equal Opportunity Specialist 1 (Compliance); OR one year of State service equal opportunity, diversity and inclusion, minority business, employment compliance, human resources, labor relations, or training position allocated at or above Grade 18.

*Equal Opportunity Specialist 3 (Compliance)*

Non-competitive: eight years of the experience\* described for Equal Opportunity Specialist 1 (Compliance). At least one year of the experience must have been at the supervisory level; OR one year of State service equal opportunity, diversity and inclusion, minority business, employment compliance, human resources, labor relations, or training position allocated at or above Grade 23.

\*Substitutions: associate's degree may substitute for two years of the non-supervisory experience; bachelor's degree for four years; and J.D. or master's degree for five years.

*Manager Equal Opportunity Compliance*

Exempt: bachelor's degree and five years managing anti-discrimination programs and/or complex investigations.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 12/2022

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