

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

Classification Standard

***Occ. Code 1483100***

<b>Equal Opportunity Specialist 1, Grade 18</b>	<b>1483100</b>
<b>Equal Opportunity Specialist 2, Grade 23</b>	<b>1483200</b>
<b>Equal Opportunity Specialist 3, M-1</b>	<b>1483300</b>
<b>Equal Opportunity Specialist 4, M-2</b>	<b>1483400</b>

Brief Description of Class Series

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.

Distinguishing Characteristics

*Equal Opportunity Specialist 1:* full performance level; participates in the implementation of diversity and equal opportunity initiatives. Reviews requests for reasonable and religious accommodations. Researches, plans, and delivers programming and training.

*Equal Opportunity Specialist 2:* advanced performance or supervisory level; coordinates the diversity and inclusion, and equal opportunity program for a small or medium agency or oversees a major function in a large agency.

*Equal Opportunity Specialist 3:* supervisory level; coordinates the diversity and inclusion, and equal opportunity activities for a medium or large agency; or serves as an overall assistant to an Equal Opportunity Specialist 4 or other program head in the largest agencies.

*Equal Opportunity Specialist 4:* supervisory level; coordinates the diversity and inclusion, and equal opportunity functions in the largest agencies with responsibility for multiple professional employees.

## Related Classes

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 contractors, 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*

Coordinates the implementation of diversity and inclusion, and equal opportunity initiatives.

Articulates agency goals and objectives to agency executives; and advises agency management on diversity and inclusion, and equal opportunity matters.

Analyzes data and produces reports related to agency diversity and inclusion, and equal opportunity programs.

Trains agency employees on equal opportunity issues related to employment, and provision of services.

Reviews personnel actions such as hiring, promotion, and termination to ensure fairness and equity.

Participates in examination planning and candidate sourcing meetings to make sure that equal opportunity is considered in agency selection process.

Makes determinations on requests from clients and employees for reasonable and religious accommodations pursuant to federal and State laws.

Investigates employee discrimination complaints and issues findings (this task applies to positions whose agencies' handle their own employee discrimination complaints).

Investigates discrimination complaints in the provision of services from agency clients and makes recommendations to management.

Develops relevant programming to enhance employees' cultural awareness.

Represents the agency at events on diversity and inclusion, and equal opportunity.

Meets with advocacy groups to exchange information on agency equal opportunity policies, procedures, and practices.

May supervise staff.

#### *Equal Opportunity Specialist 3 and 4*

Supervises a team of lower level professionals and performs the most sensitive and difficult diversity and inclusion, and equal opportunity activities.

- Plans work schedules, projects, and reviews; and assigns and trains staff.
- Interviews and selects employees for appointment.
- Evaluates staff performance; determines training needs; and advises individuals about performance standards and how to meet them.
- Reviews work activities and reports; and assists staff in resolving problems.
- Interprets laws, rules, regulations, and policies for staff and ensures that staff complies with them.

#### Minimum Qualifications

##### *Equal Opportunity Specialist 1*

Non-competitive: six years of experience\* in equal opportunity, diversity and inclusion, or human rights.

##### *Equal Opportunity Specialist 2*

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

##### *Equal Opportunity Specialist 3*

Non-competitive: eight years of the experience\* described for Equal Opportunity Specialist 1. At least one year of the experience must have been at a supervisory level; OR one year of State service in an equal opportunity, diversity and inclusion,

minority business, employment compliance, human resources, or training position allocated at or above Grade 23.

*Equal Opportunity Specialist 4*

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

\*Qualifying experience includes working with organizations concerned with equal opportunity, diversity and inclusion, civil rights, minority business development, or similar programs; or in recruiting, training, and upgrading the educational and job qualifications of protected class members.

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.

**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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were 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: 01/2022

KAM