

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1242

TITLE: EQUITY PROGRAMS DIVISION DIRECTOR

GRADE: S-32

DEFINITION:

Under administrative direction, to serve as division director in the Equity Programs Division within the Office of Human Rights and Equity Programs; administers and supervises the division's daily operations; plans, organizes, directs and manages the work of the division; assists the Department Director in managing various fiscal, administrative and strategic activities of the Equity Programs Division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Supervises professional and administrative staff, and has overall responsibility for all programs within the division;

Manages operational aspects of the division to include finance, budgetary, purchasing, human resources, strategic and systems management responsibilities;

Develops and implements training programs to educate the County workforce and community groups;

Supervises, coordinates and directs activities under the County's Equal Employment Opportunity, Affirmative Action, and American with Disabilities Act programs;

Serves as a consultant to agency/department officials on discrimination and related issues;

Develops and recommends strategic and tactical requirements relative to all phases of program development and implementation;

Supervises, assigns and evaluates staff projects relative to complaints, investigations, mediation/negotiation, training, curriculum development and related matters;

Assists in the development and implementation of County administrative and compliance procedures related to County's compliance with equal opportunity, ADA and related anti-discrimination laws and procedures;

Assists with the oversight of mediation in response to EEO/AA/ADA complaints and investigations;

Recommends policy changes that support the County's equal opportunity and ADA policies;

Consults with County Attorney as required;

Directs research on the County's affirmative action policy and recommends changes, when necessary;

Collaborates with other county agencies/departments to further the County's equal opportunity, affirmative action, ADA and other related compliance programs;

Evaluates complex statistical and investigative reports and provides direction to staff;

Meets with citizen task force groups, committees and boards regarding County's compliance of issues such as affirmative action, equal employment opportunity (EEO), American with Disabilities Act, and citizen services, etc.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of management principles and practices;

Knowledge of consulting principles and practices;

Knowledge of financial, budget and internal control principles;

Knowledge of methods of planning and evaluation;

Knowledge of methods used to develop various statistical surveys, reports, etc;

Thorough knowledge of applicable federal civil rights laws, legal precedents and applicable case law;

Ability to manage staff and operations using performance measurements;

Ability to analyze complex issues, processes and operations and develop solutions;

Ability to present written or oral recommendations on issues related to the County's compliance of equal employment opportunity (EEO), affirmative action (AA), Americans with Disabilities Act (ADA) and related programs, both internally and to the public at large;

Ability to mediate complaints and reach effective solutions on complicated and sensitive complaints;

Ability to promote the County's equal opportunity, diversity and ADA programs and policies in various public forums;

Ability to formulate the long term vision for County's equal opportunity and ADA compliance programs;

Ability to create strategies and plans for achieving the long term vision;

Ability to manage change;

Ability to communicate effectively with individuals and groups in a diverse workforce and community.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited law school; PLUS three years of progressively responsible experience in management and implementation of equal employment opportunity/affirmative action programs for a large organization: OR

Graduation from an accredited four year university with a degree in human resources management, sociology or public administration; PLUS six years of progressively responsible experience in management and implementation of equal employment opportunity/affirmative action programs for a large organization.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 6, 2008