



MANAGER OF EQUAL EMPLOYMENT OPPORTUNITY TRAINING

FC: HF170
PB: 09

PC: 930
BU: 95
2004

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates assigned training activities and operations within the Department of Performance and Learning, including either affirmative action or equal employment opportunity training; coordinates assigned activities with other departments and outside agencies; functions as District representative for EEO training and compliance; provides complex administrative support to the Department Manager, Performance and Learning; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class manages the equal employment opportunity training program, overseeing contracted trainers, and Performance and Learning staff as assigned. The class is accountable for accomplishing assigned goals and objectives.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities within the Department of Performance and Learning for development of equal employment opportunity program training and compliance; and other relevant training programs as assigned.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff and contractors; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Plans, directs and coordinates the District's EEO/AA training plan; researches and evaluates training options and techniques; conducts program training.
6. As recognized District expert, monitors developments and legislation related to EEO training; evaluates impact upon District training functions; recommends and implements equipment, practice and procedural improvements.

7. Selects, trains, motivates and evaluates assigned Performance and Learning Departmental staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of assigned program budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
9. Serves as the liaison for Department of Performance and Learning to other departments and outside agencies relative to assigned area of responsibility; represents the interests of the District to external agencies and the public.
10. Serves as staff on a variety of boards, commissions and committees relative to staff training; prepares and presents staff reports and other necessary correspondence.
11. Provides staff assistance to the Department Manager, Performance and Learning.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations related to affirmative action and equal opportunity training matters.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an Equal Employment Opportunity training program.
Principles and practices of equal employment opportunity training administration.
Methods and techniques of plan analysis, development, and implementation.
Principles of consensus building and effective communication.
Principles of supervision, training and performance evaluation.
Principles and practices of budget preparation and administration.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive affirmative action and equal employment opportunity training program.
Training curriculum development.
Training needs assessment and delivery of classroom training.
Assisting in the development and administration of division goals, objectives and procedures.
Interpreting and applying Federal, State and local policies, laws and regulations affecting applicable training.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Communicating clearly and concisely, both orally and in writing.
Selecting, supervising, training and evaluating staff
Establishing and maintaining effective working relationships with those contacted in the course of work.
Researching, analyzing and evaluating new service delivery methods and techniques.
Preparing clear and concise administrative and financial reports.
Assisting in the preparation and administration of large program budgets.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, personnel management, industrial relations or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional experience in administering or managing civil rights programs. At least two (2) years must have included administrative or supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code:02