

# SNOHOMISH COUNTY JOB DESCRIPTION

## EEO OFFICER

Spec No. 2365

### BASIC FUNCTION

Under supervision of the Human Resources Director, this position is responsible for providing leadership and direction for the Snohomish County Equal Employment Opportunity (EEO) Office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, prepares and implements a comprehensive annual affirmative action (AA) plan for the County; revises and updates the plan as necessary.
2. Monitors compliance with the County's overall affirmative action plan on a regular basis. Provides assistance and guidelines regarding departmental EEO plans designed to increase diversity and promote EEO principles and practices.
3. Engages departments in implementing affirmative action efforts by providing counseling and training to management and staff.
4. Evaluates EEO/AA data to identify potential barriers for recruitment/advancement of racial/ethnic minority and female employees and make recommendations on corrective actions to eliminate employment barriers.
5. Works with Human Resources and department staff to identify and/or address potential barriers to recruiting diverse applicants and retaining such employees, particularly for positions in underrepresented EEO job categories.
6. Directs and/or prepares annual internal and external EEO reports. Monitors and reviews the County's employment practices, including job postings, recruitment selection, promotion, performance evaluations, transfers and separations to ensure compliance with applicable laws and County EEO guidelines.
7. Consults and provides assistance to managers/supervisors in the interpretation of County policies and procedures, labor agreements, complex investigations and other human resources issues relating to EEO.
8. Researches federal, state, and local laws and informs management on legislation that will impact EEO policies. Monitors, revises and/or recommends changes to County policies and procedures as appropriate. Works with Prosecuting Attorney's Office, and others regarding complex EEO matters.
9. Directs and/or leads assigned staff.
10. Investigates EEO complaints; recommends resolution alternatives to management; and prepares reports, including findings of facts and recommendations.
11. Sends annual notices for County Personnel reminding them of importance of immediately

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

forwarding EEO complaints or concerns to the Human Resource Department.

12. Works with the Human Resources Director to develop the annual budget and allocation of resources for the EEO Office; monitors expenditures to ensure expected spending guidelines.
13. Develops, conducts and/or coordinates all EEO-related training for all County staff.
14. Administers, evaluates and directs contracts with external investigators, as necessary.

### STATEMENT OF OTHER JOB DUTIES

15. Perform related duties as required.

### MINIMUM QUALIFICATIONS

Master's degree in human resources, business administration, public administration or closely related field; AND four (4) years experience implementing EEO and affirmative action plans, performing EEO investigations or related area, two (2) years of which include professional level work in public sector; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Juris Doctorate preferred.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington Law Against Discrimination, the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Equal Pay Act, the Washington Law Against Discrimination, the Genetic Information Nondiscrimination Act of 2008, the Lilly Ledbetter Fair Pay Act of 2009, and other federal, state and county laws related to EEO
- application and interpretation of federal, state and local laws, rules and regulations pertaining to EEO
- principles and practices of EEO and public personnel administration
- theories, practices and procedures related to specialized field(s) in human resources such as EEO, compensation, employment, benefits, labor relations, employee relations or training
- emerging issues and trends with EEO
- conflict resolution techniques and principles and best practices

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### KNOWLEDGE AND ABILITIES (Continued)

- adult learning techniques and principles

#### Ability to:

- lead staff, including monitoring, tracking work and providing guidance
- develop and execute diversity and EEO training programs for management and staff
- gather, analyze and evaluate a variety of data and maintain accurate records
- prepare clear and concise analytic and descriptive reports, including findings and recommendations
- deal with conflict and application of conflict resolution techniques and principles
- work with a diverse group of individuals including but not limited to management, peers, other external agency representatives and the general public in a tactful and diplomatic manner
- communicate technical information to a non-technical audience
- make presentations in a clear and concise manner
- apply interview and investigation techniques and principles in an objective manner
- listen and to persuade others to initiate action(s)
- communicate effectively both orally and in writing
- maintain sensitivity to employee and management needs
- establish and maintain effective work relationships in a multicultural, diverse workforce
- organize tasks and work in a team environment
- plan and organize work, and work with minimal guidance and direction
- recommend development of human resources policies and procedures
- maintain confidentiality
- provide consultative advising
- develop and deliver EEO on-the-job training and formal training presentations

### SUPERVISION

The employee receives supervision from the Human Resources Director. Employee works independently and work is reviewed through meetings, status reports, and results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: April 2010

Revised: April 2016, March 2017

Revised & Retitled: September 2016

EEO Category: 1 - Officials and Administrators

Pay Grade: 111 - Management and Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous