



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EQUAL EMPLOYMENT OPPORTUNITY MANAGER

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 68 Job #: Z25
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JOB SUMMARY

Responsible for providing programs that educate and guide the District on activities that demonstrate MWD's commitment to Equal Employment Opportunity, Affirmative Action and diversity. Manages and ensures compliance with state and federal agencies related to Equal Opportunity programs.

OVERSIGHT

Receives direction from the Group Manager. Manages and supervises a staff of professionals, and paraprofessionals employees.

JOB DUTIES

1. Manages and ensures the district's compliance with all state and federal agencies and acts as MWD's representative on all communications and audits.
2. Establishes a comprehensive training and awareness plan to comply with all laws and requirements, and establishes plan to address any issues identified.
3. Provides advice and consultation to employees, managers and organizations on EEO related matters and conduct internal and/or external investigations as necessary to proactively resolve issues.
4. Develops, designs, implements and maintains procedures and processes that allow problems, issues, violations, or questions of legal nature to surface and be addressed in an appropriate and confidential manner.
5. Provides strategic direction to the Equal Opportunity Unit through development and implementation of approved business plan, budget and contracts.
6. Provides statistical analyses related to workforce, recruitment and other employment activities.
7. Establishes compliant Affirmative Action program in conjunction with federal contractor status.
8. Coaches and mentors employees; identifies employee development and training requirements.
9. Assigns, coordinates and outlines activities by scheduling work assignments, setting priorities, and directing the work of employees; evaluates and verifies employee performance through the review of completed work assignments and work techniques.
10. Analyzes and compiles data to prepare narrative and statistical reports on Section activities.

11. Performs other related duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited college or university and 12 years of increasingly responsible relevant experience, of which 4 years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and 10 years of increasingly responsible relevant experience, of which 4 years must have been in a management or supervisory position.

Required Knowledge of: All aspects of equal employment opportunity and diversity program issues which include, but are not limited to equal employment opportunity, affirmative actions and workforce diversity; statistical methods utilized in the presentation of management information; State and Federal law and regulations on civil rights; principles and practices of supervision, training, and performance evaluations; principles of organization, administration, and management; occupational groupings common to Metropolitan and local government; business, employment, and labor practices; and effective techniques of interpersonal relations and organizational development.

Required Skills and Abilities to: Confer with attorneys and managers to develop appropriate intervention strategies to address employment situations, which could potentially be viewed as individual or systemic discrimination if corrective action is not taken; manage internal investigations, formal fact-finding, and the discrimination complaint conciliation process; devise and direct special employment programs in support of equal employment objectives; adapt to an ever changing environment; persuade and negotiate; take initiative, reason logically, and be creative in developing and introducing new ideas, strategies, services, studies and projects; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; conflict resolution with controversial issues; analyze, develop, implement, and promote diversity and the related programs; manage and direct resources to ensure that high priority, volatile situations are dealt with quickly and effectively; identify and interpret technical and numerical information; hire, supervise, train, and evaluate assigned staff; conduct surveys, analyze data, and effectively propose solutions to problems encountered; and establish and maintain effective working relationships with all staff.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- California Class C Driver's License

DESIRABLE QUALIFICATIONS

Master's degree from an accredited college or university or Juris Doctor Graduate degree from an accredited law school

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.